

Minimum Qualification Specifications
for the Classes:HOSPITAL RISK MANAGEMENT OFFICER I & IIEducation Requirements:

Graduation from an accredited four (4) year college or university with a bachelor's degree. Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirement:

Except for substitutions provided in this specification, applicants must have had work experience of the kind and quality described below and in the amounts indicated in the following table or any equivalent combination of training and experience:

Class Title	General Experience (Years)	Specialized Experience (Years)	Administrative Experience (Years)	Total Experience (Years)
Hosp Risk Mgmt Offcr I	1 ½	2	**	3 ½
Hosp Risk Mgmt Offcr II	1 ½	2	1	4 ½

General Experience: Progressively responsible professional work experience, which demonstrates knowledge of risk management principles and practices. Such work must have involved participation in the development of policies and procedures to reduce/eliminate liability or risk and a combination of two or more of the following:

- a) data collection and evaluation for loss prevention;

- b) investigation, documentation, and evaluation of incidents, and processing of claims to final disposition or settlements; or
- c) investigation and analysis of potential sources of liability or risk

Specialized Experience: Progressively responsible professional work experience which demonstrates a knowledge of risk management principles and practices in a hospital or health care facility or program. Such work must have involved data collection and evaluation for loss prevention; investigation, documentation and evaluation of incidents and processing of claims against the hospital/healthcare facility; investigation and analysis of situations/conditions for potential liability or risk; and participation in the development of hospital risk management policies and procedures.

Administrative Experience: Professional work experience which involved active participation in and major responsibility for the development, management, execution and coordination of policies, programs, and/or activities. **For Hospital Risk Management Officer I positions, administrative aptitude rather than actual administrative experience may be accepted. Administrative aptitude will be considered to have been met for three levels when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involve administrative problems (e.g., in planning, organizing, promoting and directing a program providing staff advice and assistance); interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of managerial problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed:

1. Possession of a Chartered Property and Casualty Underwriter (CPCU) professional designation or an Associate in Risk Management (ARM) or Associate in Loss Control Management (ACLM) designation obtained through written examination may be substituted for one-half (1/2) year of the required General Experience.
2. Possession of the Healthcare Risk Management Certificate obtained through completion of the Healthcare Risk Management Certificate Program, may be substituted for one-half (1/2) year of Specialized Experience.

3. Possession of a certificate of completion from the American Society for Healthcare Risk Management (ASHRM) certificate program for Healthcare Risk Management, may be substituted for one-half (1/2) year of Specialized Experience.
4. Excess Specialized Experience may be substituted for General Experience on a year-for-year basis.

Quality of Experience:

Possession of the required amount of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, applicants may be restricted to those who possess the pertinent experience and/or training required to perform the duties of the position.

Departments requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition that would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the VP/Director of Human Resources.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is an amendment for the class HOSPITAL RISK MANAGEMENT OFFICER I and the first minimum requirements for the class HOSPITAL RISK MANAGEMENT OFFICER II

APPROVED: December 24, 2003

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VP/Director of Human Resources