

Minimum Qualification Specification
for the Class:QUALITY AND CONTINUOUS IMPROVEMENT OFFICEREducation Requirement:

Education: A Bachelor's degree in healthcare, hospital administration, public health administration, social work or nursing.

Excess work experience as described below in the experience section or any other responsible administrative or professional work experience which provided knowledge, skills, and abilities comparable to those acquired in four years of successful study while completing a university or college curriculum may be substituted for education 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.

Experience Requirement:

Experience: Four (4) years of progressively responsible professional experience in a facility which involved program planning and evaluation in quality management, nursing management, administration, utilization management, case management, and/or resource management.

Substitution: A Master's degree in health care, hospital administration, public health administration, business administration, social work or nursing may substitute for 1 year of experience.

Administrative Experience: One (1) year of responsible experience, which involved active participation in and major responsibility for the development, management, execution and coordination of policies, programs, and/or activities.

Quality of Experience:

Possession of the required number of years 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 level of responsibility as to conclusively demonstrate that he has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledges, skills and abilities may be required to perform the duties of some positions. In such positions, applicants must 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 which 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 the first minimum qualification specifications for the class, Quality & Continuous Improvement Officer, effective May 17, 2005.

DATE APPROVED: May 17, 2005

JANICE WAKATSUKI
VP/Director of Human Resources