

Class Specifications
for the Class:REGIONAL COMPLIANCE AND
CORPORATE QUALITY ASSURANCE OFFICER
EM-05: BU:35Duties Summary:

Plans, directs and coordinates the quality assurance activities system-wide for Hawaii Health Systems Corporation. Also coordinates a regional risk management program and ensures compliance of the Health Information Portability and Accountability Act (HIPAA). Serves as principal technical specialist and advisor for compliance and quality assurance matters; analysis and assessment of hospital loss potential and determination of risk management; and performs other related duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility for administering the overall corporate quality assurance program, which involves, immediate responsibility for planning, directing and coordinating Hawaii Health Systems Corporation's quality assurance programs and a regional risk management program and coordination of health information management functions.

Examples of Duties:

Plans, directs and administers the corporate quality assurance program for Hawaii Health Systems Corporation; develops and implements policies and procedures; effects changes to comply with new requirements and regulations; responsible for resolution of program problems; explains policies and procedures to all individuals involved; provides direction and guidance to administrative staff; serve as corporate-wide advisor and analyst on all issues concerning quality assurance; serve as Corporate representative to state and federal activities; serves as corporate wide advisor and analyst on all issues concerning the Joint Commission on the Accreditation of Healthcare Organizations (JCAHO); coordinates the establishment and implementation of policies and reporting procedures concerning JCAHO; manages the identification, analysis and assessment of hospital loss potential and correcting conditions and work practices; develop and administer a loss prevention and education program; plan, develop and implement procedures for administering the hospital risk management program, including cost allocation and analysis of internal fiscal control; directs the coordination of health information management functions which includes developing and implementation of

Hawaii Health Systems Corporation's health information policies and procedures on confidentiality, information security, release of information, authorship and authentication of health documentation, information storage and retrieval and record retention.

Knowledge of: Principles and practices of administration; the rules and regulations standards for the Joint Commission on the Accreditation of Health Care Organizations (JCAHO), and administrative and clinical hospital operations.

Ability to: Develop, implement and monitor programs for assuring and promoting compliance with all governing organizations; interpret laws, rules, regulations and policies; secure and analyze facts and data and make administrative decisions; develop new policies and procedures; analyze and prepare reports; maintain cooperative working relationships; meet and deal effectively with the employees, physicians and others.

This is the first amendment to the class specification for the class Quality Assurance and Corporate Compliance Officer and the change in title to Regional Compliance Officer and Corporate Quality Assurance Officer, effective September 12, 2003.

This is the first class specifications for the class Quality Assurance and Corporate Compliance Officer, effective, June 26, 2003.

DATE APPROVED: September 12, 2003

JANICE WAKATSUKI
VP/Director of Human Resources