

Indiana Hospital Association is a nonprofit organization that serves as the professional trade association for more than 170 Hoosier hospitals. The mission of IHA is to provide leadership, representation and services in the common best interests of its members as they promote the improvement of community health status. IHA's primary responsibility is to represent the interests of hospitals in matters of public policy. IHA also provides members with education, communications and data collection services.

Title: Patient Safety Project Coordinator

Status: Salary, Exempt

Reports to: Vice President, Quality and Patient Safety

Supervisory Responsibilities: None

Prepared Date: 03/2018

Core Responsibilities:

Essential functions include but are not limited to the following:

- Manage meeting preparations for the Indiana Patient Safety Center (IPSC), including in-person meetings, webinars and teleconferences
- Track patient safety and quality improvement deliverables, send reminders and communicate progress in meeting deadlines and deliverables to the appropriate team member
- Generate, manage, and facilitate the production and distribution of the patient safety and quality newsletters, meeting agendas and minutes, website postings, weekly HIIN alerts, monthly HIIN calls, and all other patient safety communications
- Manage the Patient Safety portion of the IHA website and keep updated consistently, including, but not limited to, regional patient safety coalition documents, council on quality information, and IPSC news, events and resources
- Facilitate and work with the IPSC and communications team on all large campaigns, such as the See It. Stop It. Survive It. Sepsis Awareness Campaign, any HIIN campaigns such as the UP Campaign, and Patient Safety Awareness Week
- Update, prepare and evaluate the annual Medical Error Report information
- Assist the IPSC team with the Council on Quality and Patient Safety, including meeting preparation, set-up and minutes
- Respond to members' requests promptly, seeking guidance as needed, and copying/informing staff as appropriate
- Organize and maintain records and filing (electronic and paper) for the IPSC and ensure policies and procedures are documented and current

- Assist with regional patient safety coalitions as needed
- Manage the AHRQ Culture of Patient Safety Surveys in all stages of the process - from contracts, through implementation, and data analyzation with members
- Take an integral role in assisting the IPSC and education team in hosting and planning the annual Patient Safety Summit, including gathering and managing the nominations for the Patient Safety Awards
- Prepare agendas, record or transcribe minutes as assigned
- Serve as the receptionist to the IHA office by greeting members and guests
- Other duties and tasks as requested

Education and Experience: Bachelor's degree or at least five years' experience required. Direct experience in project coordination, communication and health care preferred.

Requirements: *The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Knowledge, Skills and Abilities:

- Advanced skills in Microsoft Office software, including Outlook, Word, Excel and PowerPoint
- Outstanding written and verbal communications skills
- Must be organized, efficient and professional in all communications
- Knowledge of proper formats, grammar, spelling and language to produce accurate, professional correspondence
- Strong member relation skills when speaking and interacting with hospitals and other representatives
- Ability to set priorities and handle multiple, sometimes competing tasks and projects
- Solid team player and self-starter – must be highly motivated and able to take initiative
- Ability to anticipate needs and work independently with little supervision
- Good problem-solving skills and the ability to make independent decisions, when appropriate
- Display appropriate professional image as representing the association

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal office environment

- The noise level in the environment is moderate
- Hours generally Monday – Friday, 8:30 a.m. – 5 p.m. with some flexibility on start and end time. Additional hours as necessary to complete job requirements.
- Travel is limited.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit, talk and hear. The employee is frequently required to stand, walk, reach with hands and arms, and use hands to finger, handle, or feel. The employee is occasionally required to lift up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required by their supervisor.

Application: IHA is an EOE and provides a competitive salary with outstanding benefits and a fun, dynamic work environment. If this opportunity is for you, please submit your cover letter, resume and salary requirements to Karin Kennedy at kkennedy@IHAconnect.org by April 3, 2018.