

**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 patient safety improvement initiatives, education, communications and data collection services.

## **Title: Maternal and Infant Quality Improvement Advisor**

**Status:** Salary, Exempt

**Reports to:** Vice President, Quality & Patient Safety

**Supervisory Responsibilities:** None

**Prepared Date:** 5/2019

**Position Summary:** Under the direction of the Vice President of Quality and Patient Safety, the Maternal and Infant Child Quality Improvement Advisor, leads the IHA Safety Protecting Indiana's Newborns (PIN) activities. The primary focus is to provide support to partner hospitals by advising on evidence-based best practices to improve maternal and infant safety initiatives within their hospital and communities served to impact a reduction in Indiana's infant mortality. This role also includes focus on adoption and implementation of strategies for maternal wellness. This project and role are funded through a grant contract with the Indiana State Department of Health through the Safety PIN program. The grant will run April 1, 2019 through June 30, 2021, with a possible two-year extension.

Specific responsibilities include; 1) coordinate Safety PIN activities, 2) oversee and support regional Maternal and Infant Quality Improvement Consultant(s), 3) engage administration, physicians, and hospital teams in the integration of maternal and infant safety project priorities, 4) develop educational materials and program procedures to increase adoption and implementation and 5) interpret and disseminate data, 6) align quality improvement activities with targets set by the project leader and team.

Specific activities of the role may include development of detailed project plans, convening project teams, ensuring timely execution of project plans, analyzing related data and documenting project results. The coordinator provides hospital teams with technical and implementation support, including consults and training/education. The advisor interfaces with stakeholders and works closely with the hospital team and maintains collegial relationships with the IHA staff.

The qualifications, duties and responsibilities listed below are those required for the position, but do not encompass all that may be included in the day-to-day performance of this position.

**Core Responsibilities:** Requires extensive interaction with members, topic experts and staff. Includes travel to regional meetings and one-on-one hospital visits. Interacts with hospital teams which may include but is not limited to; executives, physicians, quality and performance improvement professionals, risk managers, clinical staff, community members and others.

- Demonstrates accountability for successful and timely completion and documentation of assignments related to improvement projects
- Supports hospital staff to develop detailed project plans for implementation of the safe maternal and infant safety initiatives within their organization
- Monitors projects and adjusts plans over time to meet the overall project objectives
- Establishes positive relationships with hospital leadership team and staff at member hospitals
- Engages hospital designees to support compliance with project-specific data reporting requirements
- Creates, develops, implements and evaluates the project elements and support resources
- Educates, counsels and guides hospital champions and regional collaboratives in their safe infant sleep efforts
- Develops measurable, timely and specific goals on performance improvement and quality
- Tracks quality improvement deliverables in meeting grant deadlines and deliverables.
- Maintains a mutually beneficial working relationship with communications staff. Contributes to development of collateral materials such as toolkits, press kits, messaging, talking points and FAQs. Provides content and editorial skills to clinically related publications.
- Represents IHA effectively and credibly on safe infant sleep, patient safety and quality of care in public speaking engagements and in a variety of other forums and venues

**Education and Experience:**

- Degree in health care field or project management preferred, minimum bachelor's degree
- Clinical background with recent hospital experience in maternal and infant health strongly preferred
- Training/certification for quality improvement/patient safety improvement strongly preferred
- Demonstrated knowledge of quality improvement principles and methods including PDSA and Model for Improvement

- Minimum of 3 years' experience and progressive responsibility in health care including leading teams in quality improvement activities

**Knowledge, Skills and Abilities:**

- Experience and confidence in developing and delivering public presentations as well as leading work groups and task forces
- Knowledge of strategies related to patient safety culture, leadership, communication, teamwork and person/family engagement in hospital setting
- Ability to represent IHA and the Indiana Patient Safety Center with stakeholder organizations and at regional patient safety coalition meetings and to facilitate patient safety/quality improvement projects through effective collaboration
- Excellent project management skills with experience in managing and supervising administrative projects
- Outstanding written and verbal communications skills, including the effective presentation of information to diverse constituencies in high-profile and public settings
- Excellent problem-solving skills and the ability to make independent decisions when appropriate
- Excellent interpersonal and negotiation skills and the ability to work effectively with key stakeholders
- Solid team player, a self-starter, highly motivated and able to take initiative
- Ability to anticipate needs and work independently with little supervision
- Proficient in use of Microsoft Office software including Outlook, Word, Excel and PowerPoint; knowledge of Access desirable

**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.

**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 to IHA-member hospitals, regional meetings and educational programs around the state required.

**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 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, Vice President, Quality & Patient Safety at [kkennedy@IHAcconnect.org](mailto:kkennedy@IHAcconnect.org) by June 7, 2019.