

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – ATASACDERO
Standards Compliance (SC)

JOB CLASSIFICATION: Staff Services Analyst

(INCIDENT MANAGEMENT ANALYST)

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:

Under direction of the Standards Compliance Director, the Staff Services Analyst performs a wide variety of consultative and analytical staff services assignments such as program evaluation and planning; systems development; budgeting; planning; training; management; compliance and personnel analysis; and do other related work. Work at this level is distinguished by the analytical and evaluative nature of the work.

50%	<p>MONITORING HEALTH PROGRAM DEVELOPMENT AND QUALITY IMPROVEMENT Use established monitoring tools and assist in data collection and monitoring hospital process related to health program evaluation, development, and performance improvement processes. Computer skills necessary for data collection, data monitoring for integrity to complete data entry and retrieve data and other information for programmatic evaluation, analysis, and report development to monitor progress and systemic trends. Ensure trends are reported to the appropriate channels for review and provide feedback on the success of recommended actions.</p> <ul style="list-style-type: none"> • Facilitation of California Department of Public Health (CDPH) Evaluators: provides requested documents, files, policies and coordinates staff interviews when requested. • Special Incident Report Analysis – Reviews and analyzes facility-wide Special Incident Reports for coding accuracy and completeness. Communicates with Program staff and management for follow-up. • Coordinate the hospital's participation in Best Practices; Teach Quality Improvement to new employees during orientation.
30%	<p>General</p> <ul style="list-style-type: none"> • Prepare clear, concise and comprehensive statistical reports and other related administrative reports as assigned. Gather, analyze and prepare data and information for recommendations to the Director of Standards Compliance, Standards Compliance Data Manager, and executive staff. • When assigned as committee participant, perform program evaluation, process planning and development using evaluative methods that include gathering data, organizing results, and making evidence-based recommendations. • Serve as a member of the Area Specific Safety Coordinators committee, and other committees as assigned. Conducts monthly SC Safety Meetings and serves as the Standards Compliance TSD Account Manager.
20%	<p>Special Administrative Projects & Miscellaneous</p> <ul style="list-style-type: none"> • Varied projects as assigned by the Standards Compliance Director. Participate in the development and review of policies as needed; conduct audits on various hospital issues; fulfill special requests for information; maintain familiarity with all current

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	Standards Compliance activities, emerging issues, and future plans related to Quality Improvement, CDPH, and The Joint Commission.
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SUPERVISION RECEIVED

Standards Compliance Director (Mental Health Program Supervisor)

SUPERVISION EXERCISED

N/A

KNOWLEDGE AND ABILITIES

Knowledge of:

Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

Ability to:

Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

REQUIRED COMPETENCIES

Infection Control

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

Safety

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

Cultural Awareness

Demonstrates awareness to multicultural issues in the workplace, which enable to employee to work effectively.

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Site Specific Competencies

Knowledge of those systems, structures, and processes specific to the Department of State Hospitals-Atascadero, which impact quality and safety for patients and staff within compliance requirements.

Ability to organize, facilitate meeting, and communicate effectively with managers, executive and direct care staff.

Relationship Security

Maintains professional boundaries with staff and patients when behind security.

Privacy and Security of Protected Health Information

Maintains and safeguards the privacy and security of patients' protected health information (PIH) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

Technical Proficiency (Site Specific)

Intermediate computer skills, data analysis, descriptive statistics.

LICENSE OR CERTIFICATION

Not Applicable

TRAINING

Training Category = 6

The employee is required to keep current with the completion of all required training.

WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

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Name

Print Name

Date

Guy Marziello, SC Director

Print Name

Date

Jason Black, Executive Director

Print Name

Date