

MH3002 (Rev. 4/1/10)

Box reserved for Personnel Section

RPA #	Personnel Approval	Date
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Employee Name	Division Salinas Valley State Prison – Psychiatric Inpatient Program			
Position No / Agency-Unit-Class-Serial 488-245-8328-001	Unit Standards & Compliance			
Class Title Standards Compliance Coordinator	Location Soledad			
SUBJECT TO CONFLICT OF INTEREST <input type="checkbox"/> Yes <input type="checkbox"/> No	CBID S01	WORK WEEK GROUP E	PAY DIFFERENTIAL	OTHER

BRIEFLY (1 or 2 Sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Executive Director, the Standards Compliance Coordinator (SCC) coordinates and facilitates activities relating to achieving and maintaining licensing, certification, and accreditation of the Salinas Valley State Prison – Psychiatric Inpatient Program (SVSP-PIP). The SCC assures compliance with other applicable standards of quality of care; integrates with other facilities for quality assurance activities.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
45%	<p>Responsibility for the development, implementation and coordination of the Performance Improvement Program. Actively participates in the formation of hospital policy and procedure to insure compliance with regulation, standards and departmental policies.</p> <p>Collaborates with the Executive Team to ensure coordination of processes necessary for maintenance of licensure, certification, and accreditation of the hospital; and to ensure the coordination of the Risk Management and Performance Improvement functions. Directs database management with department ensure coordination and consistency. Recommends corrective or preventative measures where indicated to appropriate administrator or manager. Directs support staff for completion of necessary activities and tasks.</p> <p>Coordinates preparation for, and orchestration and conducting of, California Department of Public Health (CDPH) licensure and Joint Commission Hospital Surveys.</p> <p>Oversees and monitors hospital Plans of Correction to address Licensing and Joint Commission deficiencies and recommendations. Travels to SVSP-PIP to assist in Standard Compliance Coordinator duties for this facility.</p>
25%	<p>Directly supervises staff associated with the Performance Improvement Function. Confers with department supervisors in establishing work plans and staffing for projects. Reviews performance of supervised staff and recommends appropriate action which may include commendations, disciplinary or other administrative response.</p> <p>Assures department operations conform to bargaining unit contracts and Equal Employment Opportunity (EEO) guidelines. Assures that all assigned staff follows hospital and departmental policy and all applicable regulations/standards.</p>
15%	<p>Assists the Executive team with identification of risk and development of exposure control measures and the coordination of investigations and analysis of risk and improvement issues. Provides direction for the development and implementation of the Hospital's Performance Improvement Program, Risk Management Program, and Patient Safety Program.</p>
10%	<p>Ensures the integration of plans of correction (Licensing) with the performance improvement process. Maintains and effective relationship with the management of Hospital's clinical and administrative program, projects and services. Maintains an effective liaison with the California Department of Public Health Licensing and Certification Section.</p>

10%	Encourages and sustains a productive working relationship with Department staff that facilitates integration of activities and tasks of the department functions. Confers with program/department management to provide technical advice and to resolve performance improvement process related issues.
5%	Other duties as assigned.

SUPERVISION RECEIVED:

The Standards Compliance Coordinator is under the supervision of the Executive Director.

SUPERVISION EXERCISED:

The Standards Compliance Coordinator supervises the following staff: (1. Office Technician, 1. Associate Governmental Program Analyst/Staff Services Analyst, and (2 Psychiatric Technicians).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Laws, rules, regulations, and standards governing the operations of State hospitals/developmental centers, health care facilities, and health care institutions within the Department of Corrections; policies and procedures of the Department of Developmental Services, the Department of State Hospitals, the Department of Corrections, or the Department of Veterans Affairs; State hospital/developmental centers and correctional institution organization and management; principles and procedures of assessment evaluation, analysis, data collection, and report writing.

ABILITY TO:

Establish and maintain cooperative relations with a multi-disciplinary hospital staff and with officials of State, Federal, and local agencies, analyze situations accurately and recommend effective action; communicate effectively.

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REQUIRED COMPETENCIES

SAFETY:

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

CULTURAL AWARENESS

Demonstrate awareness to multicultural issues in the workplace, which enables the employee to work effectively.

AGE SPECIFIC

N/A

SITE SPECIFIC COMPETENCIES

N/A

TECHNICAL PROFICIENCY (SITE SPECIFIC)

N/A

LICENSE OR CERTIFICATION:

Not applicable.

TRAINING – Training Category = D

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

WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients and the public;
- Comply with DSH-SV policies and procedures.

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.

_____	_____	_____
Employee Signature	Print Name	Date
_____	_____	_____
Supervisor Signature	Print Name	Date
_____	_____	_____
Reviewing Supervisor Signature	Print Name	Date