



STATE OF ALABAMA  
 DEPARTMENT OF MENTAL HEALTH  
 AND MENTAL RETARDATION  
**BRYCE HOSPITAL**  
 200 UNIVERSITY BOULEVARD  
 TUSCALOOSA, ALABAMA 35401  
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BOB RILEY  
 GOVERNOR

JOHN M. HOUSTON  
 COMMISSIONER  
 CHARLES R. CUTTS  
 HOSPITAL DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION  
 AN EQUAL OPPORTUNITY EMPLOYER**

**JOB TITLE:** Planning & QA Specialist IV

**NUMBER:** 0818

**JOB CODE:** Q4000 **SALARY RANGE:** 80 (\$50,882.40 – \$77,572.80)

**POS.** 8801451

**DATE:** 2/27/08

**JOB LOCATION:** Bryce Hospital

**QUALIFICATIONS:** Master's degree in planning, public administration, business administration, computer science, social work, psychology, special education, statistics, or a related field. Bachelor's degree in Nursing will be considered. Considerable, progressively responsible administrative experience (forty-eight months) in program planning and evaluation work.

**KIND OF WORK:** This is a highly responsible professional and administrative work in the planning and/or quality assurance of mental health programs. Employees in this class are responsible for administering the facility planning and evaluation program. Develop and coordinate implementation of Bryce Hospital's Quality Improvement Program. Provide consultation to the Hospital Director and other department heads within the facility with regard to JCAHO. Collect and maintain a management information system sufficient to submit periodic reports on quality improvement activities. Such reports will include the monthly Governing Body Status Report, Governing Body Quarterly Report, and various others. Provide information for developing in-service training needs to the PI Committee. Collect and submit reports of MI Division QI data. Will supervise the Staff Development Department and plan for in-service training needs of staff based on outcomes of QI monitoring and performance appraisals so that staff knowledge and skill deficits are corrected. Attend required in-services so that knowledge and skills are maintained and enhanced. Provide the Hospital Director with weekly reports in a timely manner. Enter data into CARES system in order to monitor falls and elopements. Serve as member of the Hospital Management Council. Chair Quality Improvement Committee. Perform other related duties as assigned by Hospital Director.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of applicable standards (e.g. JCAHO, community, Medicare, and Medicaid) and other regulatory agencies. Knowledge of the Mental Health service delivery system. Ability to plan, organize workflow, and prioritize work activities. Ability to compile and analyze quality improvement data and prepare detailed reports. Working knowledge of personal computer programs. Ability to plan, direct, and review work of others. Ability to develop instructional materials needed to conduct staff training sessions. Ability to work with all levels of staff in a professional manner. Effective oral and written communication skills. Supervisory skills and abilities required. Leadership skills and abilities to chair and assist in the coordination of quality improvements committees and activities.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their training, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. **Drug test required. Security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.**

**HOW TO APPLY:** USE AN OFFICIAL APPLICATION FOR PROFESSIONAL EMPLOYMENT (EXEMPT CLASSIFICATION) WHICH MAY BE OBTAINED FROM THIS OFFICE. THE APPLICATION SHOULD BE RETURNED TO PERSONNEL OFFICE, BRYCE HOSPITAL, 200 UNIVERSITY BLVD., TUSCALOOSA, ALABAMA, 35401 BY \_\_\_\_\_ UNTIL FILLED \_\_\_\_\_

IN ORDER TO BE CONSIDERED FOR THIS POSITION. DO NOT RETURN THIS APPLICATION TO THE STATE PERSONNEL DEPARTMENT. *“Only work experience detailed on the application form will be considered. Additional sheets if needed should be in the same format as the application. Resumes will not be accepted in lieu of an official application.”*

**PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT (S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.**