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GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH

BRYCE HOSPITAL
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JIM REDDOCH, J. D.
COMMISSIONER
SHELIA PENN, BSN, MPH
HOSPITAL DIRECTOR

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

JOB TITLE: Planning & Quality Assurance Specialist III

NUMBER: 13-55

JOB CODE: Q3000 **JOB LOCATION:** Bryce Hospital

POS. 8801453

SALARY RANGE: 77 (\$45,501.60 to \$69,098.40)

DATE 12/20/2013

QUALIFICATIONS: Master's degree in Planning, Public Administration, Business Administration or related field, Social Work, Special Education, Education, Psychology, Nursing, Statistical Analysis/Research or a Human Service Field. Registered Nurses qualify with a Bachelor's degree in Nursing. Considerable experience (48 months or more) in mental health programs required. **NECESSARY SPECIAL REQUIREMENT:** Possession of or eligibility for, license or certification, if required for the particular discipline.

KIND OF WORK: Review and analyze Performance Improvement data and write detailed final reports complete with findings, conclusions, recommendations and required follow-up for submission to medical staff committees, hospital director and Governing Body in compliance with hospital policy and regulatory requirements. Collect, organize, automate and analyze (qualitatively and quantitatively) a variety of complicated administrative and clinical Performance Improvement databases necessary for evaluation of program services. Coordinate computer administrative and clinical fact finding projects and prepare periodic reports in concert with hospital leadership. Perform multifaceted duties as Performance Action Team Facilitator in compliance with all current relevant Joint Commission standards. Develop sophisticated evaluation instruments to measure patients/staff opinions and/or organizational performance against established benchmarks, standards or goals, and train clinical/administrative staff reviewers in the use of these instruments. Provide consultation as needed to department/program staff and develop instructional materials needed to conduct staff training sessions related to specific Joint Commission Performance Improvement standards and professional literature. Design conduct and evaluate other qualitative and quantitative patient care studies for problem identification and recommendations for improvement.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of applicable JCAHO, Community, Medicare/Medicaid standards 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. Skill in the use of the personal computer and related software programs. Ability to plan, direct and review the 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 and 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 or The Official Web Site www.mh.alabama.gov. 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. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT (S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.** *Only Work Experience Listed On The Application Form will be considered. Additional sheets if needed, should be in the same format as the applications. Resumes will not be accepted in lieu of an official application*