



## **Job Description: QA/QI Nurse Coordinator**

### **I. JOB DETAILS**

<b>Position Title:</b>	QA/QI Nurse Coordinator
<b>Location:</b>	San Juan, Puerto Rico
<b>Reports to:</b>	Chief Program Officer, International Projects, and Emerging Issues
<b>Position Class:</b>	Part-Time, Temporary
<b>Compensation:</b>	\$20/hour
<b>Supervises:</b>	No
<b>Travel:</b>	No

### **II. JOB DESCRIPTION**

#### **a. Summary**

This position manages and supports the case review process for Health Network and contributes to Continuing Nursing and Medical Education credit certification. This position will also work with MCN Education staff to review CEU applications for nursing and medical continuing education.

#### **b. Core Competencies**

- Works in alignment with MCN's organizational values: teamwork, innovation, excellence, and a passion for the mission
- Applies MCN's performance improvement goals and guidelines
- Maintains a positive outlook and flexibility in MCN's fast paced and dynamic environment
- Demonstrates personal initiative in all activities
- Develops and maintains relationships with a diverse community of office colleagues, remote staff members, and other organizations
- Possesses excellent communication both verbal and written

#### **c. Specific Responsibilities**

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- 70% - Prenatal case review: Review of prenatal cases for completeness of case management, and documentation. Appropriate case notes and recording of critical data in the HN database. Continuous communication with the Chief Medical Officer regarding case quality and management.
- 10% - Clinical support. Work collaboratively with the other members of the clinical team. Participate in Health Network thrice weekly huddles and provide clinical consultation as needed for questions from HN staff on specific case issues.
- 20% - Continuing Nursing Education Certification: Contribute to the review of CNE offerings designed by MCN and the application to the American Nursing Credentialing Center.

### III. JOB REQUIREMENTS

Education. Nursing Degree from an accredited college or university.

Language. Oral and written proficiency in English and Spanish. Bilingual in English and Spanish is required.

Experience. 3-5 years of quality improvement experience required. Familiarity with prenatal care and pregnancy outcomes is also required.

Computer Skills. Microsoft Office Suite, G Suite, basic HTML knowledge, and familiarity with quantitative analytic programs, project management, virtual meeting software and Adobe Suite, a plus

Other skills. Outstanding verbal communication skills and organizational skills are required. Must be able to manage multiple tasks. Must have the ability to function independently during the review of HN prenatal cases within established program guidelines and prepare and maintain records and reports. Proven ability to continually adapt and learn new procedures and software programs. Must be enterprising, diplomatic, and proactive at solving problems.

### IV. PHYSICAL REQUIREMENTS

Communication ability sufficient to quickly analyze and comprehend written/verbal communication and all business documents. Must possess the ability to manage stress as it related to the job functions described herein.

### V. COMPENSATION

MCN is offering \$20/hr for this part-time position.

### VI. DISCLAIMER

In any organization or job, changes take place over time. Although an effort will be made to keep job- related information current, this is not an all-inclusive list of job responsibilities. MCN reserves the right to revise or change job duties and responsibilities as the business need arises, or as program needs change.