

CLINICAL COMPLIANCE AND DEVELOPMENT COORDINATOR

Basic Purpose:

Positions in this job are responsible for the direction, coordination, and management of the comprehensive Health Services Auditing program for state and private contract facilities with the Oklahoma Department of Corrections under the direction of the Auditing and Compliance Unit.

Typical Functions:

- Under the direction of the Compliance Manager, supports an integrated and comprehensive clinical compliance program to include dental, medical and mental health services.
- Conducts reviews for potential clinical and operational compliance issues including, but not limited to, ACA Standards, clinic screening indicators, access to care, suicide prevention, and continuity of care. Assists in the review process by gathering pertinent medical information, organizing the information for review, and assisting in the coordination of corrective action by the Health Services Division.
- Participates in detailed review of healthcare records, clinical processes and mandated regulatory compliance issues. Works with Compliance Auditing staff to ensure medical unit's understanding and compliance with required elements of medical documentation and other agency/clinical practice standards.
- Reviews the quality improvement processes with data aggregation and generates necessary reports. Identifies non-compliance with agency policy and medical resource manual guidelines. Assists with correction action activities and follow-up as needed.
- Reviews complaints/grievances to ensure resolution was obtained or compliance was met in a timely and appropriate manner.
- Assists in developing clinical medical record and site audit tools and conducts audits to determine compliance with established standards. Communicates audit results to the Compliance Managers and the Audit and Compliance Administrator and assists with staff education about best practices.
- Verifies ongoing Peer Review processes are in place and agency providers are compliant for physician/provider peer reviewers.

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Knowledge, Skills, and Abilities:

Knowledge normally acquired through clinical practice and current licensure in the State of Oklahoma as a Registered Nurse. Working knowledge of computers, programs, databases and spreadsheets (such as Excel, Word, PowerPoint); knowledge and previous experience in quality review. Ability to research and analyze information and formulate operational policies and procedures related to operational practices; ability to communicate effectively both orally and in writing; to establish and maintain effective working relationships with others; ability to plan, organize, and direct healthcare compliance audit.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Possession of a valid permanent Oklahoma license as approved by the Oklahoma Board of Nursing to practice professional nursing and four (4) years of professional nursing experience; or a bachelor's degree in nursing, and three (3) years of professional nursing experience; or a master's degree in nursing and two (2) years of professional nursing.