

Louisiana Primary Care Association

Position Description

Position Title: Clinical Quality Coordinator
Fulltime Exempt

Supervisor: Clinical Quality Program Manager

Position Summary: The Clinical Quality Coordinator is responsible for clinical quality data collection, analysis, and reporting for the LPCA, providing technical support and assistance, and engaging health center staff in continuous quality improvement to strengthen patient care.

Responsibilities:

Membership Management

1. Provide direct and indirect support to implement activities pertaining to clinicians and clinical programs for LPCA and its membership.
2. Assist in the development and implementation of various related clinical initiatives.
3. Develop and maintain publication and resource library for inclusion on the website.
4. Assist in the identification, application and reporting for various grant and funding opportunities.
5. Participate in local, state, and national policy development.
6. Assist in supporting organizations in their comprehensive orientation of new clinicians.
7. Assist in identifying needs for continuing education and training through collaboration with existing organizations.
8. Act as a central resource on issues related to clinical programs and practice.
9. Gather technical and program information at conferences, meetings, and workshops, and provide to assure the provision of essential information to clinicians.
10. Assist and coordinate programs and activities to ensure that health centers provide high quality patient care and engage in appropriate monitoring, utilization review, and clinical outcomes reporting.
11. Help to educate new clinicians and other staff on QI program and related requirements.
12. Meet with internal and external audiences to identify and problem solve QI issues.

QUALIFICATIONS

- Two years' experience in program coordination in community health setting; or two years in non-profit sector with grant-related activities and compliance
- Dependable transportation required for frequent in-state travel
- Computer literate with strong skills in Microsoft Office applications
- Exceptional verbal and written communication skills
- Ability to manage continuous interaction with the public
- Ability to thrive in diverse, multi-cultural environment

By signing and dating below, I agree that I have read this position description, and I have been made aware of the terms and conditions as they relate to my position. I understand, accept, and will comply with the job responsibilities delineated above.

Employee Signature

Date