



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

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| Title QUALITY ASSURANCE SPECIALIST, HEALTH SERVICES [Classified Competitive] | | | Salary P26 \$72,836.90 - \$103,620.41 |
| Posting Number 78-23 | Position Number 039278 | Number of Positions 1 | Posting Period * From: 02/13/2023 To: 02/27/2023 |
| Location: Division of Behavioral Health Services - Central Office 25 South Stockton Street, 2nd Floor, Trenton, NJ 08625 | | | Scope of Eligibility/Open to: All Departments/State Employees |

GENERAL DESCRIPTION

Under the direct supervision of the Quality Assurance Coordinator, will monitor and/ or track the hospitals' deficiencies/noncompliance, depending on the level of severity of the incidence, as assigned; Receive and record allegations of abuse and professional misconduct via the "hotline" and assure that coverage is provided as per the hotline schedule. Assure that all high profile and critical incidents that meet established criteria and administrative investigation reports are appropriately recorded, reviewed, monitored and referred to the hospitals and the Office of Investigations (OI). Lead in identifying, reporting and monitoring "high-profile" and "critical incidents" based on criteria, as assigned; Facilitate the development and implementation hospital-specific and system-wide patterns and trends and produce report to distribute to hospitals' and Division Leadership. Complete trend reports for each hospital and the system as a whole (for protocol topics as assigned). Participate in the design and development of aggregate reports from site visit data. Read all UIR's and follow-up's to evaluate if there is any component of abuse/neglect/ exploitation or if improperly categorized- contact the appropriate risk manager/OI to discuss. Keep tickler and make changes in PSCU database, if necessary. Enter UIR # and it's current status. Assure accurate data entry in log and log maintenance for each hospital; Generate identified hospital monthly reports in a timely manner. Assist in training consumer and family representative and peer reviewers in site visit protocols and procedures. Assist in providing group and individual training to adjunct reviewers Provide leadership in conducting PSCU site visit process. Provide support, supervision and act as a resource to hospital, family, consumer and peer reviewers. Provide feedback for improved communication with hospital CEO's. Other duties as assigned.

NOTE: This position is covered by the Centers for Medicare and Medicaid Services (CMS) Rule and Executive Order 283, requiring all employees to be fully vaccinated. To comply with that requirement, employees must provide proof of vaccination status. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this Vacancy Announcement.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

LICENSE: A license as a Registered Nurse in the State of New Jersey.

EXPERIENCE: Four (4) years of experience as a Registered Nurse, one (1) year of which is specialized experience including the monitoring and/or evaluation of clinical or human services records and programs in a mental health, geriatric, health care setting, or human services agency.

NOTE: A Bachelor's degree, and three (3) years of specialized experience in the field of quality assurance in a mental health, geriatric, health care setting, or human services agency which includes monitoring and/or evaluation of clinical or human services records and programs which may include allegations of abuse, neglect, exploitation, or incidents of client abuse or safety and well-being, may be substituted for the above license and experience requirements.

NOTE: A Master's degree in Public Health or a health care related field may be substituted for one (1) year of indicated specialized experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
PSTBHS@doh.nj.gov
- Mail the required documents to:
**Karen Muzzarelli, Executive Assistant 3
Behavioral Health Services**

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
- *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
- *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
- *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
- *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
- **The New Jersey Department of Health is an Equal Opportunity Employer.**
- *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*