

## **Position: Quality, Safety, and Infection Control Coordinator**



### **POSITION SUMMARY**

Under the supervision of the Chief Quality Officer (CQO), the Quality, Safety, and Infection Control Coordinator works to ensure high levels of safety and quality at Hidalgo Medical Services (HMS). The Quality, Safety, and Infection Control Coordinator works to ensure that HMS complies with local, state, and federal regulations, accrediting body requirements, and HMS Chief Executive Officer (CEO) and Board of Directors-approved policies and procedures.

### **POSITION ACCOUNTABILITIES**

1. Leads the Safety Committee.
2. Participates in other HMS committees and provides guidance related to infection prevention and control (IPC), safety, and quality matters.
3. Under the direction of the CQO, coordinates various aspects of the HMS Quality Improvement program to ensure high levels of process and system performance.
4. Under the direction of the CQO, coordinates various aspects of the HMS Safety program to ensure high levels of process and system performance.
5. Under the guidance of the Infection Control Registered Nurse, reviews, updates, and helps support IPC processes, procedures, and policies for compliance.
6. Under the guidance of the Infection Control Registered Nurse, monitors and reviews data related to IPC and safety practices, identifying opportunities for performance improvement.
7. Under the guidance of the Infection Control Registered Nurse, conducts ongoing surveillance of IPC and safety processes to ensure safe practices and compliance with HMS policies and procedures.
8. Demonstrated interest in rural and community health
9. Commitment to the highest ethical standards of the profession
10. Ability to maintain confidentiality and discretion as a rule
11. Ability to meet specified deadlines and manage time effectively
12. Exhibit skills in comprehending, interpreting, and completing delegated tasks efficiently
13. Self-starter; must have the ability to work independently and follow up on all work assignments given
14. Ability to multi-task, prioritize, and work under pressure without losing sight of objectives
15. Exemplarily organizational skills
16. Must be computer literate to maintain compliance with all documentation, tracking, and reporting standards and requirements
17. Professional communication and interpersonal skills (e.g., responding to all emails and correspondence in a timely manner, using professional language, and speaking professionally and compassionately to patients enrolled in care coordination)

18. Language requirement: English
19. Performs all other duties as assigned.

### **DESIRED QUALIFICATIONS**

1. Bachelor of Science degree from an accredited university
2. Experience in healthcare quality improvement programs (1-2 years)
3. Experience in infection prevention and control programs (1-2 years)
4. Experience working in healthcare (1-2 years)
5. Expertise in data collection, data analysis, and report development
6. Expertise in Microsoft Office programs (e.g., Word, Excel, Outlook)
7. Clinical experience preferred

### **REQUIRED QUALIFICATIONS**

1. 3-5 years of related healthcare experience
2. Must pass required background checks and drug screenings
3. Obtain Infection Prevention and Control (a-IPC) certification within the first twelve months of employment
4. Maintain current Basic Life Support (BLS) certification

### **TO APPLY**

Completed HMS Employment Application may be emailed to [jobs@hmsnm.org](mailto:jobs@hmsnm.org) or dropped off or mailed to:

1105 N. Pope Street, Suite C, Silver City, NM 88061

Or

530 DeMoss Street, Lordsburg, NM 88045

For more information call 575-247-6036