

*Reports to:* Director of Training and Director of Operations

*Responsibilities:*

1. The Continuous Quality Improvement (CQI) Administrator is responsible for the planning, implementation and maintenance of a CQI program for medical care provided by Cooperstown Medical Transport in consultation with the Medical Director.

*Principal duties: (include, but are not limited to)*

1. Administers the CQI program in accordance with Company guidelines.
2. Acts as a liaison between the committee, Medical Director and care providers.
3. Promotes the professional growth of the EMS staff, in conjunction with the Director of Training.
4. Coordinates CQI committee meetings and documentation review.
5. Review incident reports / reportable concerns to identify trends and routes to the appropriate supervisor.
6. Provide feedback to operations staff and assist with CQI modality assignment and completion as they are generated from committee review of PCRs.
7. Generate and execute one general CQI study for trends once each quarter.
8. Prepare a brief, concise report for the Director of Training and the Director of Operations once each quarter outlining committee activity and quarterly study.
9. Maintain records of CQI Committee activity or delegate duties to committee secretary.
10. Be notified within 24 hours of any issue that directly impacts the provision of patient care or alters patient care outcome.
11. Annual review of CQI modalities and submit any recommendations for changes to the Director of Training and Director of Operations for approval.
12. Provide input to the Director of Operations for individual CQI staff participation for annual employee performance evaluations.
13. Can provide oversight, and make suggestions to improve any department within CMT.
14. Additional duties as assigned.
15. Maintains certifications.

*Qualifications:*

1. Associates degree in healthcare administration or relate field preferred
2. NYS CIC / RN / PA / MD preferred
3. Minimum current certification as a Basic EMT
4. Excellent verbal / written communication skills
5. One year active involvement in a local or regional CQI/QI/QA program
6. Maintains certifications.

*Effective:*

December 26, 2003