

DIRECTOR OF HOSPITAL SAFETY MANAGEMENT

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for developing, implementing and monitoring safety programs and initiatives at the Westchester Medical Center (WMC). Management of Environment of Care (EC) Safety and Life Safety Plans in order to minimize hazards and reduce risk of injury to patients, visitors, and employees is a major responsibility of this position. Incumbent serves as the designated Safety Officer for the Medical Center and participates as an active member of the Westchester Medical Center's Environment of Care committee. Work is performed under the general supervision of the Senior Vice President for Hospital Facilities or other higher level administrator. Supervision is exercised over a number of technical and support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates the on-going, organization-wide system of information collection and evaluation in order to identify deficiencies and opportunities for improvement relative to JCAHO Environment of Care (EC) standards;

Works with administrators of hospital facilities to develop and implement systems and procedures for collection of information, and monitors the collection of same;

Develops systems for and coordinates the on-going collection and response to various sources of information that impact the EC, such as published hazard notices or recall reports;

Prepares findings, recommendations, actions taken, and disseminates results of performance improvement (PI) activities

Conducts, arranges, participates in, and evaluates the effectiveness of Environmental Tours to identify risk and assess conditions throughout WMC facilities;

Checks for, and supervises a staff that checks for, situations that present risk, including checking outlets and checking for unsecured syringes, exposed safety sockets, equipment safety, expired medications, pediatric plugs in pediatric rooms, and similar risk,

Documents situations and trends and plans for remediation of situations that present risk, including such matters as the disposal and tracking of hazardous waste;

Reviews incident reports to ensure proper completion and prepares additional documents, as necessary, to report incidents to other administrative or regulatory agencies;

Works with clinical and facilities administrators to develop safety policies and procedures for review and approval by the WMC Environment of Care Quality Improvement Committee

Prepares and submits reports concerning findings, recommendations, actions, and monitoring activities to the EC committee on a bi-monthly basis, or as requested by the Environment of Care Quality Improvement Committee;

EXAMPLES OF WORK (Con't)

Ensures issues chosen by the Environment of Care Quality Improvement Committee are monitored and that the results are reported back to that committee;

Develops and implements, in coordination with the Human Resources Department, an EC and Life Safety Code orientation for new employees, and a continuing educational training program regarding EC and Life Safety Code issues for all staff;

Acts as corporation point of contact for New York State Department of Labor (Public Employee Safety and Health), federal Department of Labor Occupational Safety and Health Administration, local Fire Marshall, and other governmental authorities having jurisdiction over the facility;

Assist Risk Management in conducting physical surveys of facilities and compliance with insurer recommendations.

Actively participates in safety management and planning as chairman of the EC Committee;

Reviews departmental EC policies and procedures for consistency with the facility-wide safety management plan;

Works with other managers to ensure that the objectives, scope, performance, and effectiveness of each of the EC management plans are evaluated at least annually based on analysis of incident reports and other information;

Conducts annual risk assessments, and assists other responsible managers in conducting risk assessments;

Assists in defining performance indicators for evaluation of the Safety Program and in reporting performance indicators of all areas to the EC Committee;

Uses computer applications or other automated systems, such as spreadsheets, work processing, calendar, email and database software in performing work assignments;

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e., incidental v. extensive);

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge and understanding of JCAHO's Environment of Care safety and life safety standards and requirements; thorough knowledge of federal, state and local regulations pertaining to safety and fire safety; thorough knowledge of accreditation standards, health care regulations, performance improvement, and patient safety issues; good knowledge of the operation of a large hospital/health care facility and the variety of equipment used, ability to identify and evaluate hazard and risks and make effective recommendations for

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES (Con't):

action and correction; ability to establish and maintain effective working relationships; ability to prepare clear and concise reports, correspondence and other written materials; ability to supervise and coordinate the work of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; tact; courtesy; alertness; neatness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree* in occupational health and safety or a related field and seven years experience where the primary function of the position involved performance improvement, patient safety, or quality assurance/improvement functions at an administrative level in a hospital or health care facility, 3 years of which involved significant responsibility for patient safety programs and the supervision of staff; or (b) a Bachelor's Degree* and eight years of experience as described in (a) above.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master's Degree* in Occupational Health & Safety or a related field may be substituted on a year for year basis for the general experience above. There is no substitution for the three years experience in a hospital facility

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.