

SPECIAL PROJECTS AND QUALITY IMPROVEMENT COORDINATOR
UNIVERSITY HEALTH SERVICES MANOA

I. IDENTIFYING INFORMATION

Position Number: 88763
Department: University of Hawaii-Manoa
Division: Student Affairs
Branch: University Health Services Manoa
Unit: N/A
Geographic Location: Manoa, Oahu
Classification: Junior Specialist (Specialist II), or
Assistant Specialist (Specialist III)

II. INTRODUCTION

The function of this organizational unit is to provide clinical and preventive health educational services for the students, faculty, and staff at the University of Hawaii at Manoa. It provides services to the Manoa campus in several areas: 1) clinical services in primary care and specialty areas, women's health care, preventive services such as immunizations and TB prophylaxis; counseling and mental health services; medical social services; family planning services; and medical insurance assistance, 2) health promotion programs and information, including outreach and peer educator programs, nutritional counseling and wellness programs for all members of the community, and 3) academic functions of training of students in health oriented disciplines and serving as the primary health resource on campus.

The UHSM has been in transition from a university-subsidized unit to a self-supporting one. In this process, there are many changes, necessitating explorations into new opportunities, services, and projects. The major objective of this position is to coordinate the UHSM accreditation process, a Systemic Quality Improvement and Risk Management program. Other responsibilities include exploration of new programs and funding possibilities in medical services and health promotion; implementation and evaluation of such programs; coordination of projects with other campus units and the UH system; and development of internal and university policies relating to health and health services administration.

III. MAJOR DUTIES & RESPONSIBILITIES

A. Program Development & Accreditation of the Health Services 50%

The UHSM is accredited by the Accreditation Association of Ambulatory Health Centers (AAAHC). The tasks involved in maintaining accreditation include policy review, revision, and write up, new policy development and implementation, staff training, evaluation, and follow up. Other responsibilities are to lead the quality improvement and risk management program, involving all aspects of clinic operations and every staff member; to manage/monitor the on-going activities of various committees such as safety committee, Peer Review, and Student Health Advisory Committee; to keep records of all transactions and meetings; and any other activities that maybe required to achieve the objectives of accreditation.

B. Special Projects 25%

Coordinate and monitor special projects at the UHSM, in particular relating to health promotion, marketing, and outreach programs. Seek extramural sources of funding. Implement, coordinate, and evaluate new projects/programs. Explore opportunities in improving health services funding and provision. Develop ways and means to work with other campus units and other UH campuses as well as external agencies. Write proposals and reports.

C. Health Promotion and Wellness Activities

15%

Participate in health promotion programs/projects at the UHSM, including outreach activities, faculty/staff education, specific health promotion initiatives, publications, and marketing. Wellness activities include campus wide promotional and educational programs/projects, a Wellness Newsletter, and liaison with other university departments.

D. Staff Training

5%

Be responsible for the monthly staff in-service training sessions ranging from medical to general health topics. Topics also include yearly update training sessions for bloodborne pathogen exposure, emergency response, and risk reduction.

E. Others

5%

Participate in other activities of the UHSM, staff meetings, etc. Other duties as assigned by the Director.

IV. CONTROLS EXERCISED OVER THE WORK

This position will report to the Health Promotion Section Leader (Position No.: 88317, Specialist) and will also be accountable to the Director for the accreditation projects.

V. MINIMAL QUALIFICATIONS

For Junior Specialist (II): A Masters degree from a college or university of recognized standing, with work in a related field such as health education, social work, nursing, psychology, public health, health administration, marketing, etc.; Minimum of 1 year experience in related work. For Assistant Specialist (III): 30 additional hours of post graduate credits in these areas and at least three years of experience at the Junior Specialist level, or its equivalent, in health related work.

VI. DESIRABLE QUALIFICATIONS

Experience in health care administration and policy development. Experience in accreditation process and procedures. Experience in evaluation and assessment. Familiarity with various aspects of health facility operations. Excellent communication and writing skills. Demonstrated organizational and project coordination and management skills. Ability to work collaboratively and independently.

Pay range: Salary commensurate with qualifications and experience.

To apply: Submit a cover letter indicating how you satisfy the minimum and desirable qualifications, resume, 3 letters of recommendation, official transcripts (copies are acceptable; however originals will be required at time of hire), names, contact information (including email addresses) of at least 3 professional references. Failure to submit all required documents shall deem an application to be incomplete. All requested documents become the property of the University of Hawaii.

Application address: University of Hawaii, Lily Ning, M.D., University Health Services, 1710 East West Road, Honolulu, HI 96822

Inquiries: Dr. Lily Ning 808-956-8965 lning@hawaii.edu

Continuous recruitment: Review of applications will begin on Dec-14-2007 and will continue until the position is filled.

The University of Hawaii is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, sexual orientation, status as a protected veteran, National Guard participation, breastfeeding, and arrest/court record (except as permissible under State law).

Employment is contingent on satisfying employment eligibility verification requirements of the Immigration Reform and Control Act of 1986; reference checks of previous employers; and for certain positions, criminal history record checks.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, annual campus crime statistics for the University of Hawaii may be viewed at: <http://ope.ed.gov/security/>, or a paper copy may be obtained upon request from the respective UH Campus Security or Administrative Services Office.