



## Human Resources P.O. Box 400 Okmulgee, OK 74447

**POSITION:** Quality Improvement Specialist, Ambulatory-Eufaula/Okmulgee    **STARTING SALARY:** Negotiable  
**VACANCY ANNOUNCEMENT:** CN-21-193    **CLOSING DATE:** Open Until Filled

---

The Muscogee (Creek) Nation Department of Health (MCNDH) provides comprehensive health care services to Native Americans living within the Muscogee (Creek) Nation. MCNDH is an integrated system of six health centers, an Express Care Clinic, two hospitals, a physical rehabilitation center and nine comprehensive community health programs Offering services across the lifespan including pediatrics, family medicine, nursing, dental, laboratory, radiology, pharmacy, behavioral health, emergency medical, audiology, nutrition, physical therapy and optometry.

---

**DESCRIPTION OF ASSIGNMENT:** The Quality Improvement Specialist is responsible for the planning and implementing the quality management system to meet the needs of MCNDH Ambulatory facilities. Position provides education to medical staff and facility staff. Facilitates performance improvement activities and QI activities throughout MCNDH ambulatory facilities. Acts as a resource person to administrative team, department manager, and medical staff. Will be responsible to ensure regulatory compliance and a continuous state of readiness. Position will also work with the applicable Departmental Directors/Managers/Medical Staff during a regulatory visit to assist in the collection of information and ensure the complete, accurate documentation of proceedings. Position is responsible for clinical identification, risk evaluation, and coordination of corrective action implementation related to risk issues. Position will assure that leadership is aware of current compliance and ongoing activity.

---

**REQUIREMENTS:** Candidates must meet the following requirements:

A Bachelor's Degree in a Health or Nursing related field is preferred. A minimum of five (5) years related experience in health management positions preferred, and demonstrated clinical and administrative skills. Certified Professional in Healthcare Quality (CPHQ) or an equivalent certification is preferred.

---

**EVALUATION METHODS:** Applicants who meet the requirements described above will be evaluated to determine the extent to which they possess or have the potential to acquire knowledge, skills, abilities and personal characteristics, (KSAP's) required of this position. Applicants should address the following KSAP's on a separate attachment to their application.

1. Incumbent understands and can communicate the process of Quality Improvement according to the current and proposed AAAHC and other health regulatory guidelines.
  2. Incumbent plans, coordinates, and implements the quality management and quality improvement programs throughout the ambulatory facilities.
  3. Monitors and provides assistance with quality assurance and compliance functions.
  4. Provides consultation and direction to ensure programs and services are implemented at the highest standards and patients receive the highest level of care.
  5. Ensures policies and procedures are monitored and updated to include regulatory changes.
  6. Knowledge of all applicable rules and regulations such as OSHA, ISO, AAAHC, CMS, and other health regulatory bodies.
  7. Ability to communicate effectively to all relevant departments, agencies, and individuals in order to properly conduct day-to-day business.
  8. Computer skills with spreadsheets, databases, word processing, and graphics.
  9. Strong planning, organizing, and time management skills.
  10. Thorough knowledge of various performance improvement, patient outcome and evidence-based practice techniques, protocol development and analysis of information in a hospital setting.
  11. Understand hospital and health system organization and operations.
- 

**APPLICATION PROCEDURES:** Apply online at [www.creekhealth.org](http://www.creekhealth.org). (Current employees must use a transfer request form available on the intranet home page under forms). The KSAP's as outlined in the Evaluation Methods section should be addressed,

but are not required. For further information, call Jeremy Smith at (918) 732-7828. The Department of Health is an Equal Opportunity Employer; however, Indian Preference will be applied in the case of equally qualified applicants.

---

Staffing Coordinator

Date