ST. ROSE HOSPITAL
Job Description

JOB TITLE ................................ QUALITY DATA CLERK
DEPARTMENT ............................... QUALITY IMPROVEMENT/INFECTION CONTROL
STATUS ................................. NON-EXEMPT
Reports to ............................ MANAGER OF QUALITY IMPROVEMENT

POSITION SUMMARY
The Quality Data Clerk carries out duties and tasks assigned by the Department Manager. At times, he/she will be asked to perform specific functions as needed by the Infection Control Specialist to support infection control activities within St. Rose Hospital following all State and Federal mandated guidelines and reporting.

ESSENTIAL DUTIES

• Assists with surveillance rounds in hospital departments for monitoring of infection control practices by hospital staff (e.g., hand hygiene, personal protective equipment, signage) and reports discrepancies to Infection Control Specialist
• Collects data on infections from St. Rose Hospital’s laboratory report and maintains an ongoing record of high-risk organisms as assigned by the Infection Control Specialist.
• Assists in special and seasonal projects as requested (e.g., flu campaign, hand hygiene, community events)
• Works cooperatively as part of a team to achieve the goals and objectives of the Quality Improvement Department
• Actively participates in department meetings.
• Maintains infection control health safety practices material.
• Collects and maintains statistical information needed for infection control surveillance reports
• Utilizes St. Rose Hospital training to update skills, knowledge, communication and maintenance of national database records for State of California reporting requirements

OTHER DUTIES

Quality Improvement data clerk-09-11
• Maintains working knowledge of various computer software (especially statistical spreadsheets, charts and graphs) and adept at learning new software skills, and/or ability to learn quickly
• Able to communicate basic information relative to quality and infection control fundamentals
• Ability to work well with a wide range of health-care professionals within St. Rose Hospital to achieve quality improvement and infection control goals
• Excellent planning and organizational skills
• Detail-oriented, ability to multi-task many projects simultaneously while meeting stringent federal and state reporting deadlines
• Ability to work independently and utilize resources effectively
• Ability to work well under pressure

QUALIFICATIONS
• High School Diploma required with level of experience in areas of Quality, Infection and Medical Terminology
• Business College graduate preferred
• Computer training for statistical spreadsheets, graphs, control and data charts.
• Proven work experience or education relative to medical terminology and CPT/ICD-9 coding.
• Proven work experience or education for data entry reporting.
• Proven work experience and/or education for administrative skills.
• Ability to communicate effectively
• Proven ability to organize and execute multiple projects at one time.
• Ability to work in a fast-paced environment