

# SC DEPARTMENT OF CORRECTIONS

## -JOB POSTING NOTICE (EOE)-

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

THE SOUTH CAROLINA DEPARTMENT OF CORRECTIONS IS COMMITTED TO PROVIDING EQUAL OPPORTUNITIES TO ALL APPLICANTS AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX (INCLUDING PREGNANCY), NATIONAL ORIGIN, AGE (40 OR OLDER), DISABILITY OR GENETIC INFORMATION.

OPENING DATE: 10/06/18

CLOSING DATE: 11/21/18 (4:30 PM)

---

SCDC INTERNAL TITLE: QI NURSE ANALYST SCDC POSITION #: 021697

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 01 WORK TIME: 0830 AM - 0430 PM

LOCATION: CHIEF LEGAL AND COMPLIANCE OFFICE, COLUMBIA (RICHLAND)

STATE JOB TITLE: NURSE ADMINISTRATOR/MGR I STATE JOB CLASS: EA70

PAY BAND/LEVEL: 07 E

BAND: 07

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 056888 - \$ 067960 SCEIS POSITION #: 61082302

---

### MINIMUM AND ADDITIONAL REQUIREMENTS:

GRADUATION FROM AN ACCREDITED SCHOOL OF NURSING AND RELATED NURSING EXPERIENCE.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). GRADUATION FROM AN ACCREDITED SCHOOL OF NURSING AND RELATED NURSING EXPERIENCE. TWO (2) YEARS' EXPERIENCE AS A REGISTERED NURSE WITH ONE (1) YEAR IN A QUALITY IMPROVEMENT & RISK MANAGEMENT OR COMPLIANCE AUDITING. EXPERIENCE IN CLINICAL DATA MANAGEMENT OR OTHER RELEVANT FIELDS REQUIRED. KNOWLEDGE OF APPLICABLE INTERNAL AND/OR EXTERNAL REGULATORY POLICIES, STANDARDS, PROCEDURES AND CONTROLS. ABILITY TO COMMUNICATE EFFECTIVELY WITH OTHERS VERBALLY AS WELL AS IN WRITING. ABILITY TO USE RELEVANT INFORMATION AND INDIVIDUAL JUDGEMENT TO DETERMINE WHETHER EVENTS OR PROCESSES COMPLY WITH LAWS, REGULATIONS, STANDARDS, OR SCDC POLICIES. ABILITY TO ANALYZE DATA AND INFORMATION TO MAKE DECISIONS AND SOLVE PROBLEMS. THOROUGH UNDERSTANDING OF CLINICAL AND DATA MANAGEMENT PRACTICE.

### DESCRIPTION OF DUTIES:

WORKS WITH THE DIVISION DIRECTOR OF QUALITY IMPROVEMENT & RISK MANAGEMENT (QIRM) & QIRM PROGRAM MANAGER TO DEVELOP & EXECUTE STRATEGIES TO ACHIEVE IMPROVEMENTS THAT ALIGN WITH AGENCY GOALS, POLICIES & PROCEDURES. PERFORMS QUALITY IMPROVEMENT ASSESSMENTS, AUDITS, AND EVALUATION OF THE AGENCY'S PROGRAMS & SERVICES, POLICIES, STANDARDS, PROCEDURES & CONTROLS. ASSISTS IN DEVELOPMENT OF COMPLIANCE DOCUMENTATION BASED ON INSTITUTIONAL AUDITS OF SYSTEMS PROCESSES. COORDINATES THE DEVELOPMENT OF PROJECT SPECIFIC GOALS, MEASURES, & CHANGE IDEAS. DESIGNS MEASUREMENT SYSTEMS AND TOOLS FOR PROCESS IMPROVEMENT AND COMPLIANCE INITIATIVES. ESTABLISHES & MAINTAINS EFFECTIVE INTRA-AGENCY RELATIONSHIPS & SERVES AS SUBJECT MATTER EXPERT FOR QUALITY IMPROVEMENT WORK RELATED TO HEALTH CARE DELIVERY SERVICES. ASSISTS INSTITUTIONS IN LEARNING PRINCIPLES AS NEEDED. CONDUCTS REGULAR POLICY & PROCEDURE REVIEWS TO ENSURE COMPLIANCE &

***SC DEPARTMENT OF CORRECTIONS***

***-JOB POSTING NOTICE (EOE)-***

MONITORS IMPLEMENTATION DELIVERABLES.

COMMENTS:

MUST SUBMIT RESUME WITH APPLICATION.