



KAY IVEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**MARY STARKE HARPER GERIATRIC PSYCHIATRY CENTER**  
115 HARPER COURT  
TUSCALOOSA, ALABAMA 35401  
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LYNN T. BESHEAR  
COMMISSIONER

BEVERLY WHITE, BSN, MS  
FACILITY DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION  
AN EQUAL OPPORTUNITY EMPLOYER**

**JOB TITLE:** Planning & Quality Assurance Specialist III

**NUMBER:** 20-10

**JOB CODE:** Q3000

**DATE:** November 20, 2020

**JOB LOCATION:** Mary Starke Harper Geriatric  
Psychiatry Center  
Tuscaloosa, Alabama

**PCQ #s:** 8802019

**SALARY RANGE:** 77 (\$47,805.60 -- \$72,595.20 Annually)

**MINIMUM QUALIFICATIONS:** Master’s degree in Public Administration, Health Administration, Business Administration, Social Work, Special Education, Education, Psychology, Nursing, Statistical Analysis / Research, or a Human Service Field. Registered nurses qualify with a Bachelor’s degree in Nursing. Considerable experience (48 months or more) processing / completing quality assurance and/or risk management activities in a hospital or medical setting.

**SPECIAL REQUIREMENTS:** Possession of, or eligibility for, license or certification, if required for the particular discipline.

**KIND OF WORK:** This position is assigned to the facility Performance Improvement Department with responsibility for the Risk Management Program and the provision of assigned performance improvement activities at a state mental health hospital specializing in the medical / psychiatric care and treatment of mentally ill patients age 65 and older. This position functions under the direction and immediate supervision of the Performance Improvement Director. Specific job duties and responsibilities include the following. Lead Incident Report reviews for the Risk Management Committee. Ensure completeness of Incident Forms. Account for Incident Reports that may be under investigation or requiring follow up. Serve as facility expert with ADMH Incident Management Plan. Assist with data collection and entry of Incident Reports and other PI data into CARES, Harper Data Bases. Run queries of indicators in the data bases for reporting purposes. Provide reconciliations of Incident Management Reports in CARES. Ensure accuracy and completeness of reporting and data provided to Central Office and NRI. Reviews documents which reveal fatal and non-fatal errors and ensures corrections are completed and communicated. Provides medical record audits for data collection for CORE measures and Nursing services as indicated. Provides analysis and reports as requested. Assist in compilation of quarterly PI reports, Governing Body

reports to be submitted to the PI Director, Facility Director and Central Office as assigned. Write CRAE's tables and grids. Provide routine reporting and analysis of Risk Management and PI data to the PI Director and various committees. Assist with the development of action plans for improvement. Assist in Joint Commission / CMS survey preparedness activities. Maintain up to date understanding of Joint Commission and CMS standards as well as ADMH and Mary Starke Harper specific policies. Assists with other duties within the PI Department as directed.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of performance improvement concepts; Ability to plan, organize workflows, and prioritize work activities. Ability to understand and exercise good judgment in interpreting department policies, federal and state laws and regulations; Ability to gather / analyze information, develop reports and recommend appropriate action; Working knowledge of applicable standards (i.e. Joint Commission, CMS); Ability to work independently; Skill in the use of the PC and related business software; Knowledge of the Mental Health service delivery system in Alabama. Ability and knowledge Ability to conduct and utilize risk assessments; Communicate effectively; orally and in writing; Ability to provide consultation, education and technical assistance; Ability to review, assess and document performance improvement activities; Ability / willingness to work as an effective member of the Performance Improvement Team.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their job related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification. **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

**HOW TO APPLY:** Use an official application for Professional Employment (Exempt Classification) which may be obtained from our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). **Only work experience detailed on the application will be considered.** Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License / certifications should be uploaded with your application. A copy of the academic transcript is required. **Appointments of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.**

**DEADLINE: Until Filled**

**Mary Starke Harper Geriatric Psychiatry Center  
Accredited by The Joint Commission**

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<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>