



KAY IVEY  
GOVERNOR

STATE OF ALABAMA  
DEPARTMENT OF MENTAL HEALTH  
MARY STARKE HARPER GERIATRIC PSYCHIATRY CENTER  
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KIMBERLY G. BOSWELL  
COMMISSIONER

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

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

**NUMBER:** 21-02

**JOB CODE:** Q2000

**DATE:** February 19, 2021

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

**PCQ #:** 8824327

**SALARY RANGE:** 74 (\$41,277.60 -- \$62,529.60 Annually)

**MINIMUM QUALIFICATIONS:** Master's degree in Public Health Administration, Health Administration, Business Administration, Social Work, Psychology, Nursing, a related Human Services Field or current permanent status as a Planning & Quality Assurance Specialist I. Registered Nurses qualify with a diploma or an Associate's degree in Nursing. Experience (24 months or more) in the area of Quality Assurance / Performance Improvement.

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

**KIND OF WORK:** This is responsible professional work in performance improvement systems (quality assurance) and in monitoring / reviewing hospital accreditation functions at a state mental health facility specializing in the medical care and treatment of mentally ill, geriatric patients. Work may involve collecting and analyzing pertinent data using the computer; evaluating various facility programs; developing / monitoring plans of correction; and providing consultative advice and assistance to staff on matters pertaining to program compliance. Work is performed with considerable independence and is reviewed by an administrative supervisor (Performance Improvement Director) through conferences and periodic review of written work. Essential duties and responsibilities include the following: Collects, reviews, and processes performance improvement data and reports to the Director of PI addressing the level of care, safety, and treatment provided geriatric patients in compliance with ADMH, Joint Commission, and CMS guidelines and standards; audits medical records for completeness of Plans of Care for all disciplines and reports any deficiencies to the Director of PI; enters data daily into the PI database for multiple indicators, i.e. wounds, hospital visits, staffing etc.; audits medical records for all admissions and discharges as it relates to Core Measure Indicators; enters CORE measure data into CARES; audits medical records for nursing documentation for specific indicators (i.e. emergency procedure indicators, critical labs) and reports deficiencies to the Director of PI and Nursing Service; provides monthly and quarterly reports as indicated; provides weekly written data updates at the nutrition/medical meeting. The

individual in this position checks and addresses emails from the ADMH IT Department to ensure data integrity before it is uploaded to NRI; checks NRI website to ensure facility data is correct and present; uses relevant data on NRI website to produce reports and inform PI Director when problems are detected; assists in Joint Commission/CMS survey preparedness activities, maintaining PI educational bulletin boards on all units and with the preparation of the PI Informer (PI news bulletin). Assists with other duties within the PI/Risk Management Department as directed by the PI Director. Communicates consistently in a kind, respectful, professional tone and manner with patients, staff, visitors, and others.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of performance improvement and quality assurance concepts and practices. Knowledge and experience in using a personal computer and related business software programs. Some knowledge / understanding of the mental health service delivery system in Alabama. Working knowledge of applicable compliance standards (e.g. Joint Commission, CMS). Working knowledge of applicable standards (e.g. Medicaid, Medicare), department policies, and other applicable state and federal requirements. Ability to plan, organize, and prioritize workflow and work activities. Ability to analyze information and recommend appropriate action. Ability to develop reports, analysis, and professional presentations. Ability to understand and exercise good judgment in interpreting policies, federal and state guidelines, and applicable compliance regulations. Good decision-making skills. Possess good interpersonal skills with the ability to work effectively and professionally with others. Possess effective communication abilities both verbally and in writing.

**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 / confirmation of professional 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**

[Click Here to Apply:](#)

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