

Title of Position: *Coordinator, Regulatory Compliance*
Requisition Number: *18015410*

Please apply directly by clicking on the link:

https://jobs.ssmhealthcareers.com/search/jobdetails/regulatory-compliance-coordinator/728d4dba-1981-4c8d-b3cf-480630637c8d?s_cid=wahqrcc

St. Mary's Hospital – Madison –

St. Mary's is a 440-bed tertiary referral hospital offering inpatient and outpatient treatment and diagnostic services in primary care and nearly all specialties. Medical/surgical areas of special focus include the Family Birth Center, pediatrics, Neuroscience Center, geriatrics, orthopedics, emergency services and more. St. Mary's is affiliated with the University of Wisconsin School of Medicine's three-year family practice residency program. Since 1912, St. Mary's has provided service to much of south-central Wisconsin including Dane County and 17 other nearby counties. In the growing city of Sun Prairie, northeast of Madison, St. Mary's Emergency Clinic provides services to more than 30,000 residents.

Role Purpose:

Under general supervision and following established policies and procedures, facilitates compliance with regulatory, licensure, and accreditation requirements including but not limited to The Joint Commission, Center for Medicare & Medicaid Services, state of Wisconsin. Supports the efforts to proactively plan and prepare to ensure compliance with regulatory requirements and creates plans to mitigate any vulnerabilities with compliance. Coordinates a constant state of readiness across the entire hospital.

Responsibilities:

- Coordinate the preparation and survey activities for the hospital and drive the facilitation of preparation activities across the campus to ensure ongoing and continual readiness related to regulatory and accreditation requirements.
- Monitor regulatory, licensure and accreditation developments and action as a subject matter expert for stakeholder groups to most effectively demonstrate compliance, as well as promote exceptional clinical outcomes and safety.
- Implement systems for assessment and improvement of processes related to hospital operations to ensure regulatory, licensure and accreditation compliance.
- Coordinate regular and ongoing mock and preparatory events to ensure continual readiness.
- Escalate concerns about gaps in compliance to Director and through the chain of command if issues continue to be unresolved.
- Identifies and shares best practices and critical success factors for improvement efforts through collaboration, research and networking.

- Responsible to develop solid working relationships with hospital leaders, subject matter experts, MEC members, Medical Directors and other physician leaders across the system to collaborate on regulatory compliance.
- Collaborates with clinical leaders, staff and Shared Leadership Councils to provide education, support, direction and subject matter expertise ensure continual regulatory compliance.
- Maintain required records, reports and statistics.
- Uses principles of CQIplus to improve services.
- Contributes to the overall employee satisfaction of the team by actively participating in staff meetings and working cohesively with coworkers. Interacts with all departments and physicians in the hospital, using professional behavior and problem-solving techniques to resolve differences and promote an atmosphere of teamwork for the overall good of the institution, recognizing the contribution of all. Keep direct leader informed of pertinent issues and information, seeking guidance and direction as necessary. Participates actively in assigned committee activities. Maintain own professional growth and development through appropriate continuing education. Additional duties will be assigned by the Director as required to support the department and clinical improvement efforts.

Minimum Qualifications:

- Bachelor's Degree in nursing required
- Minimum of 5 years of experience in acute care. Minimum of 3 years of experience coordinating improvement efforts and action plans. Minimum of 3 years of experience with health care regulations (Joint Commission, CMS, state of Wisconsin, CDC, etc.).

Preferred Qualifications:

- Master's Degree in health sciences, business, law or related field