

UW HEALTH JOB DESCRIPTION

Patient Safety Specialist			
Job Code: 300041	FLSA Status: Exempt	Mgt. Approval: B. Wallschlaeger	Date: June 2022
Department: Quality and Patient Safety		HR Approval: S. Whitlock	Date: June 2022
JOB SUMMARY			
<p>The Patient Safety Specialist serves as a departmental and organizational consultant for the event reporting system. Under the management of the Patient Safety Manager, the incumbent is primarily responsible for administration of our online reporting system, organizational training, and data collection. The incumbent interacts with various UW Health departments and leaders to develop safety monitoring systems that drive change. The Patient Safety Specialist is specialized in data management while qualified to facilitate process improvement when needed.</p>			
MAJOR RESPONSIBILITIES			
<p>Event Reporting System Administration</p> <ul style="list-style-type: none"> • Reviews and edits all patient safety events to ensure completeness, accuracy, and serves to triage events to key stakeholders • Facilitates the event review process and meeting, including leading the group to consensus on the score and gap of safety events • Closes safety events for submission to our Patient Safety Organization • System administration/management including adding/removing users as well as adjusting roles and permissions as needed • Monitors and stays updated on system changes and communicates with end users as appropriate <p>Organizational Training & Process Improvement</p> <ul style="list-style-type: none"> • Educates, trains, and mentors others on all aspects of the reporting system. • Communicates effectively with team members, professionals, supportive personnel, and others. • Monitors shared email communications and providing timely responses • Designs and delivers safety messaging to the entire organization • Utilizes performance enhancing tools as part of process improvements, problem analysis, and measurement to lead projects <p>Data Analysis, Presentation, and Communication</p> <ul style="list-style-type: none"> • Responds to special requests and design actionable data reports and for various internal audiences that quickly and effectively directs further improvement efforts and patient care • Meets with MD champion(s) and organizational leaders as needed for reporting needs • Effectively uses data to communicate including the ability to present data 			
JOB REQUIREMENTS			
Education	Minimum	Bachelor's Degree in a Healthcare, Health Information Management, Science, Communications, Business, or related field, or equivalent combination of experience and education.	
	Preferred	Bachelor's degree in Nursing, Nursing Informatics, Information Technology, Business or degree related to applicable department.	
Work Experience	Minimum	Two (2) years progressive experience in patient safety or facilitating interdisciplinary improvement teams in a healthcare setting, or other relevant experience	
	Preferred	Two (2) years of experience working directly with online safety-event reporting systems. Experience facilitating quality improvement in a healthcare setting.	
Licenses & Certifications	Minimum		
	Preferred		
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Knowledge of and ability to use computers, including word processing, spread sheets, graphics, and database management • Ability to work well with online data systems, including the ability to understand key functions to optimize use of the system as well as educate others on use of the system. 	

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	<ul style="list-style-type: none"> • Strong ability to track data, analyze and interpret numbers, and make recommendations based on data synthesis in a clear and logical representation to management and peers. • Ability to work with diverse teams representing various disciplines and all levels of staff. • Excellent communication and active listening skills. Ability to negotiate collaborative efforts with other departments. • Skilled at facilitating a group process, building teams, and transferring knowledge and skills. • Able to demonstrate strategic thinking to guide alignment with organizational goals and priorities. • Ability to problem solve, make independent decisions, formulate reports, perform statistical analysis, and interpret data. • Ability to work independently, be result oriented, manage multiple priorities, and frequent change in duties and volume of work. • Ability to maintain confidentiality of sensitive information. • Able to handle medium to large scale projects involving multiple resources and spanning many months from start to finish.
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PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
x	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.