

**Position Title:** Accreditation & Quality Specialist  
**Department:** Quality/Risk Management

**Job Summary:** Oversees the systems and processes required for selected accreditation programs: Joint Commission, State and CMS

**Essential Job Functions:** The following is a summary of the essential functions of this job. The incumbent may perform other duties, both major and minor, that are not mentioned below; and specific functions may change from time to time.

Oversees the organization-wide JC accreditation program.

Assesses identified core systems and their related processes as stated in the hospital's Continuous Survey Readiness Model. Utilizes multiple data sources to determine survey readiness.

Oversees other regulatory requirements.

Facilitates compliance with CMS. Educates organizational leadership on: data source requirements and reportable data. Assists and provides guidance in data abstraction.

**Qualifications:**

The following qualifications, or equivalent, are the minimum requirements necessary to perform essential functions of this job.

**Education and formal training:**

Bachelor's Degree from a recognized college or university. Registered Nurse recommended.

**Work Experience:**

5 years minimum preferred.

**Knowledge, skills, and abilities required:**

Ability to interpret and follow directions accurately; possesses a sense of responsibility and initiative, excellent interpersonal, organizational, time-management, excellent verbal and written communication skills; requires tact in discussing problems, presenting data and making recommendations and presentations to small and large audiences; computer and word processor experience.

**Physical Requirements:**

Job requires both sedentary, standing, bending and lift movements. Speech and hearing skills necessary for telephone interaction. Visual skills necessary for face-to-face contact with internal and external clients/visitors.