



VACANCY ANNOUNCEMENT

**Assistant Nursing Director, Administration (ANDA)
Director of Risk Management**

Salary: \$10,449.76 - \$15,223.32 Monthly

Position Information:

The Director of Risk Management will collaboratively work to identify, reduce, modify, eliminate, and control conditions that may cause loss or liability to the LAC+USC Medical Center by establishing and directing loss control and prevention standards that protect patients, visitors, staff, and the facility, by identifying opportunities to implement quality improvement initiatives for care, and by interfacing with staff, patients, and family members in situations that may create risk. The ADNA will report to a Chief Medical Officer.

Responsibilities include but are not limited to the following:

- ❖ Plans, directs, and evaluates a comprehensive, facility-wide Risk Management and Loss Prevention Program.
- ❖ Supervises and directs staff in the provision of risk management services.
- ❖ Oversees the management of facility medical malpractice claims and litigation collaboratively working with facility leadership, County Counsel, DHS, outside legal counsel, and our third party administrator.
- ❖ Makes recommendations to facility leadership regarding potential settlements and judgments.
- ❖ Monitors litigation and County Counsel expenses.
- ❖ Oversees the facility event reporting system and uses and shares data and information to guide facility decisions to improve performance and processes that promote safety and quality health care.
- ❖ Monitors and analyzes event report data to minimize future exposure, identify potential system wide issues, and minimize financial losses.
- ❖ Ensure that events that meet reporting criteria are communicated to the Office of Regulatory Affairs for timely reporting and follow-up.
- ❖ Ensures investigations related to litigation, critical events, and sentinel events have a thorough investigation and thoughtful, realistic, and comprehensive corrective action plan with the aim to prevent recurrence and promote safe patient care.
- ❖ Provides advice and resources to healthcare providers and ancillary staff about complex health care medico-legal issues.
- ❖ Identifies opportunities to improve the safety, quality, and efficiency of care at the medical center, and partners with Safety and Quality experts at the facility to implement improvements.
- ❖ Serves as a liaison with Federal, State, and local regulatory agencies, the Board of Supervisors, the Chief Executive Officer (CEO), County Counsel, third party administrators, other County departments, and department management to ensure compliance with department and County risk management policies and applicable laws.
- ❖ Formulates and reviews DHS, facility, and unit specific policies that promote patient and staff safety and foster a Just Culture.
- ❖ Conducts risk management, patient safety, and quality improvement educational trainings for facility staff.
- ❖ Represent the Office of Risk Management at County, DHS, and facility committees, events and meetings.
- ❖ Monitors for and communicates product recalls and FDA alerts with appropriate stakeholders.
- ❖ Develops an Early Communication and Resolution Program.
- ❖ Meets with staff, patients, and families during acute situations which could create legal risk to mediate and create solutions to avoid risk and mitigate future litigation.
- ❖ Available for after-hours consultations.

Desirable Qualifications:

- ❖ Minimum of four years' experience in an administrative, supervisory or consultative capacity
- ❖ Strong communication, critical analysis, and organizational skills
- ❖ Proficiency with Word, Excel, and database management
- ❖ Work experience in Risk management related fields will be given preference

Candidates must currently hold a permanent County of Los Angeles payroll title of Assistant Nursing Director, Administration (AND, A) to be considered for a transfer or are reachable on a DHS certification list to be considered for a promotion or as a new hire.

The most qualified candidates will be contacted for an interview. Interested candidates must submit a cover letter, resume, the last two performance evaluations, and a prime variance time report for the last two years, to:

Lulu Zhang
LZhang3@dhs.lacounty.gov
Tel: 323-409-6657
LAC+USC Medical Center
1200 N. State Street
Los Angeles, CA 90033

Resumes will be accepted until the needs of the department are met.

****THIS IS NOT A CIVIL SERVICE EXAMINATION****

05/21/19