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| **Position Title:** | Quality Control (Q/C) Staff |
| **Position Number:** | 4006 |
| **Reports To:** | Site Manager |
| **Project Worksite:** | JFK, Redemption, C.H. Rennie, and Duport Road |

**About PREVAIL:**

PREVAIL, or the Partnership for Research on Vaccines and Infectious Diseases in Liberia, is a clinical research partnership between the U.S. Department of Health and Human Services and the Liberian Ministry of Health

**Summary of Position:**

The position serve as the data cleaning point for ensuring conformities with protocols and site Standard Operating Procedures. The QC/QA officer should have the ability and skills to follow details and communicate clearly, concisely and effectively with staff on issues of protocol deviation and SOPs.

**Description of Responsibilities:**

* Collaborate extensively with the physician, case managers, nursing staff, other patient caregivers and coding staff to improve the quality and completeness of documentation of care provided and coded for coordination, abstraction, and submission of accurate data required by the Biostatistician.
* They will facilitate concurrent modifications to clinical documentation to ensure commensurate reimbursement of clinical severity and services rendered to patients.
* Supports timely, accurate and complete documentation of clinical information used for measuring and reporting physician and facility outcomes.
* Communicates with and educates all clinical staff concerning accurate and effective clinical documentation.
* Work collaboratively with to eliminate payment errors upon patient discharge caused by incomplete/inaccurate physician documentation
* Ensure clear and concise documentation.
* Use clinical/nursing knowledge of documentation requirements to improve overall quality and completeness of clinical documentation of patient records on concurrent basis using a multidisciplinary team process.
* Other duties as assigned

**Skills**:

* Basic computer skills in word processing and spreadsheet utilization.
* Excellent written and verbal communication skills.
* Proficient in computer use (desktop and/or laptop).
* Demonstrates basic knowledge regarding coding standards.
* Analytic skills necessary to accurately assess participant clinical records.
* Excellent interpersonal skills and ability to work on a team in order to influence physician documentation processes.
* Ability to be flexible and adjust to workload/assignment changes and interruptions.

**Qualifications**

* **Education: Graduate of an accredited school of nursing; BSN preferred, or a graduated in a related health field such as Business Administration, Social Sciences and Health Information Management**.
* **Preferred Job-related Experience:** At least two (2) years of relevant experience in an acute care setting in a clinical nursing field. Prior experience in clinical documentation, improvement and utilization required.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned with or without notice.

*FHI Clinical values the diversity of our workforce. Without limiting the scope of the preceding provision, all persons who work or who seek to work in Liberia are entitled to enjoy and to exercise the rights and protections conferred by the Decent Work Act of 2015 irrespective of:  race, tribe, indigenous group, language, colour, descent, national, social or ethnic extraction or origin, economic status, community or occupation; immigrant or temporary resident status; sex, gender identity or sexual orientation; marital status or family responsibilities; previous, current or future pregnancy or breastfeeding; age; creed, religion or religious belief; political affiliation or opinion, or ideological conviction; physical or mental disability; health status including HIV or AIDS status, whether actual or perceived; irrelevant criminal record, acquittal of a crime or dismissal of a criminal prosecution against them; or personal association with someone possessing or perceived to possess one or more of these attributes.*

**Process to apply for this position:**

**Deliver the application to**:FHI 360 Financial Management Center

16th Street, Payne Avenue, Sinkor

Monrovia, Liberia

202-884-8000

**OR**

**Send an email to:** [LiberiaRecruitment@fhiclinical.com](mailto:LiberiaRecruitment@fhiclinical.com)

**INCLUDE**: Position Title and number, Current CV/Résumé, FHI Clinical Job Application