

M A R Q U E T T E G E N E R A L H E A L T H S Y S T E M S

JOB DESCRIPTION

POSITION: Assistant Regional HPP Coordinator DEPARTMENT: Healthcare Preparedness (9832) 9220

SUPERVISED BY: Director, Medical Control Authority SUPERVISES: None

EFFECTIVE DATE: October 1, 2009 JCC: 0190

REVIEW DATE: 10/11 REVISED DATE: 10/11

PREPARED BY: Alyson Sundberg *ams* TITLE: Dir, Safety/Risk Mgmt/Compl

RECOMMENDED BY: Jerry Worden *JW* TITLE: Sr. Vice President/CFO/CCO

APPROVED BY: *DS* David S. Smith TITLE: Senior Director/Hum. Resources

POSITION SUMMARY:

Provides training and education for the Region 8 Hospital Preparedness and associated programs. Interacts with various healthcare organizations within the Region to improve processes and systems related to disaster preparedness.

POSITION ACCOUNTABILITIES/COMPETENCIES**:

Meets Does
 Not
 Meet*

- 1. Maintains established hospital and departmental policies and procedures, objectives, performance improvement program, safety, environment of care, management of information, and infection control standards. (1,5)
- 2. Utilizes excellent customer service skills at all times. (1,5)
- 3. Complies with federal and state law and accrediting and licensing agencies at all times, to include but not limited to, JCAHO and federal compliance regulations. (1,5)
- 4. In cooperation with the Region 8 HPP Coordinator, develops, updates and maintains training schedules based on the hazard vulnerability analyses from regional hospitals and assures appropriate student: instructor availability and funding to meet goals and objectives identified. (1,2,3,4,5)
- 5. Establishes a liaison relationship with all Region 8 educational partners to optimize educational opportunities. (1,3)

- 6. Works with all regional partners to establish exercises (ranging from tabletop to functional) to test all Operations Plans and assure objectives of exercises meet the federal and state guidelines as established by Department of Homeland Security, ASPR, OPHP, and local Emergency Management. (1,2,3,4,5)
- 7. Assures exercises are based on identified deficiencies on hazard vulnerability analyses. (1,3,5)
- 8. Provides assistance to host agencies in developing After Action Reports and posting to appropriate electronic boards. (2,5)
- 9. Develops, updates and maintains an Educational Plan for the Region, including specific educational opportunities for HPP members. (2)
- 10. Serves as an HPP Coordinator in the event the Region 8 HPP Coordinator is unable to attend regional meetings, trainings, and events. (2,5)
- 11. Assists HPP Coordinator in tasks assigned in tasks assigned by Board, reports for the Office of Public Health Preparedness and other duties as assigned. (1,3,5)
- 12. Works with related MGHS departments to provide educational opportunities to regional hospitals' staff and EMS agencies within available financial resources. (2)
- 13. Maintains availability, with coordination of other staff, 24/7 to respond to the Region 8 Medical Coordination Center if requested in a disaster or potential disaster situation. (5)
- 14. Enhances professional growth and development through participation in educational programs, current literature, inservice meetings, and professional conferences. (5)
- 15. Participates and attends meetings and inservices as required and/or assigned. (5)
- 16. Performs other related duties as assigned or requested. (5)

*Comment or data needed to support this.

**Those activities that employees are required to and able to perform independently following procedure and/or criteria

POSITION QUALIFICATIONS:

Minimum Education/Experience:

- Associate's degree -OR- equivalent combination of education, training and years of experience
- One year in emergency services-related or healthcare field
- Experience in training adult learners

Preferred Education:

- Bachelor's degree in Safety & Health Education or Emergency Management
- EMS licensure and Instructor/Coordinator certification
- 3-5 years of training experience with adult learners

Required Skills:

- Compose and edit reports
- Ability to analyze and communicate written, spoken, visual or other reporting methods
- Ability to gather information and research specific findings
- Effective verbal and written communication skills, including participation in presentations to staff at all levels
- Appropriate use of standard office equipment
- Computer knowledge, including word processing, databases, and Spreadsheets

Required Licensure:

- Unrestricted motor vehicle operator's license for the State of Michigan

Other Skills:

- Strong organizational skills and ability to plan and coordinate varied tasks at one time
- Maintain friendly, courteous and responsible interpersonal communication patterns with staff at all levels
- Must have a level of confidentiality and respect for sensitive patient and business related information

Physical Demands:

- Frequent standing/walking (up to 50% of working time)
- Frequent computer keyboarding
- Lifts supplies/equipment
- Occasional reaching, stooping, bending, kneeling and crouching when performing assessments
- Moderate physical effort (lift/carry up to 50 lbs)

Working Conditions:

- Occasional pressure due to multiple calls and inquiries
- Subject to many interruptions
- Occasional pressure due to timelines
- Occasionally subjected to irregular hours
- Possible exposure to hazards, including risk of bloodborne pathogens (category II)

- (1) The performance of this function is the reason that the job exists and is a critical activity.
- (2) There are limited employees among whom the performance of this function can be distributed.
- (3) This function occupies a great deal of the employee's time.
- (4) This function is highly specialized. Employees are hired for the skill/ability to perform this.
- (5) Failure to perform this function may have serious consequences.
- (8) Exposure to bloodborne pathogens that requires use of personal protective equipment.

The above statements are intended to describe the nature and level of work being performed. They are not construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. (9832) 9220_0190
12/11/02