

**TO:** SOUTHERN NEVADA DISTRICT BOARD OF HEALTH      **DATE:** May 22, 2014

**RE:** *Approval of a new classification specification for Accreditation Coordinator, Schedule 26 (\$70,636.80 - \$98,529.60)*

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**PETITION #11-14**

**That the Southern Nevada District Board of Health** *approve the new classification specification for Accreditation Coordinator.*

**PETITIONERS:**

**Shirley Oakley, Human Resources Administrator** *SO*

**Andrew Glass, Director of Administration** *AG*

**Joseph Iser, MD, Chief Health Officer** *J Iser*

**DISCUSSION:**

The goal of the National Public Health Accreditation Program is to improve and protect the health of the public by advancing public health performance by providing a national framework of accreditation standards for state, local, territorial and tribal health departments. Accreditation will help the Southern Nevada Health District focus on enhancing our ability to continuously improve the quality of services that we deliver to the community. This position will coordinate all accreditation activities for the Southern Nevada Health District related to accreditation by the Public Health Accreditation Board.

**FUNDING:**

No change in funding is needed.

## ACCREDITATION COORDINATOR

### **DEFINITION**

To coordinate all accreditation activities for the Southern Nevada Health District related to accreditation by the Public Health Accreditation Board (PHAB). This position has the authority and responsibility to work with staff, at all levels, to undertake the accreditation process including the ability to delegate assignments to assigned support staff and hold them accountable for completion of the task.

### **SUPERVISION RECEIVED AND EXERCISED**

- Receives general direction from the Chief Health Officer or designee.
- Does not directly supervise others.

**EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES** – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- In collaboration with the Chief Health Officer or designee develop and lead an Organizational Self-Assessment Team. An Organizational Self-Assessment Team is made up of staff throughout the District and is responsible for implementing the self-assessment process, analyzing the results, and making recommendations regarding program improvements based on the results
- Facilitate processes for the Organizational Self-Assessment Team to achieve consensus as needed (e.g., how to divide up accreditation work, determine organizational priorities stemming from the results of the self-assessment, identify areas for quality improvement, etc.). Develop and maintain timeline for accreditation process
- Assure development of prerequisites including Community Health Assessment, Community Health Improvement Plan, Strategic Plan
- Oversee development and implementation of District Quality Improvement and Performance Management processes, such as best practices, standard setting and measurements
- Orient staff, the Organizational Self-Assessment Team and other stakeholders on the accreditation and standards/measures process
- Schedule and facilitate regular meetings with the Organizational Self-Assessment Team, using good time management skills
- Develop and implement a communications plan with the Public Information Office (PIO) to ensure that all relevant parties (e.g., staff, Executive Management Team, Senior Management Team and Board of Health) are kept apprised of the progress
- Develop and maintain a database of documents that demonstrates conformity to accreditation standards and measures
- Provide insight and guidance to staff on how to interpret PHAB's "Guide to Standards and Measures Interpretation" and use of the PHAB "Acronyms and Glossary of Terms"
- Identify tasks and assignments and timelines for staff to undertake the review
- Work with staff to collect applicable documentation
- Lead team meetings with staff on the best way to acquire documentation that is difficult to identify, find or develop; processes that need to be improved or implemented; and systems that need to be reviewed
- Act as a liaison between the District and the State Department of Health, consultants, other agencies or divisions, and any individuals that are contributing to the accreditation process by providing documentation or information contributing to the organizational self-assessment
- Act as the primary point of contact for PHAB while preparing for the site visit, during the site visit, and after the site visit. Organize site visit preparation activities and present site visit results to leadership and other stakeholders
- Ensure that the PIO staff is informed about the accreditation process
- Ensure that mid-term accreditation reporting requirements are submitted to PHAB for continued accreditation status
- Create periodic status reports on accreditation or other efforts as directed

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**Accreditation Coordinator (*Continued*)**

- Collaborate with staff as needed in development of the Strategic plan to ensure accreditation processes are effective

**QUALIFICATIONS**

**Knowledge of:**

- Public Health Accreditation Board accreditation process, standards, measures and domains
- Verbal and written communication skills, to include demonstrated experience with presentations before executive management and business groups.
- Implementing and coordinating continuous quality improvement processes and programs
- Health District policies and operating procedures and processes
- Federal, state, and local jurisdiction the District serves and scope of District activities.
- Basic computer and technological skills, especially Word, Excel, Adobe, and internet (preparation of documents in various formats such as PDF, Word, etc., electronic file naming, uploading documents).
- Organizational and time management skills and strong attention to detail.

**Ability to:**

- Interpret and apply federal, state and local policies, procedures, laws and regulations
- Establish and maintain effective working relationships with those contacted in the course of work, including District and other government officials, community groups, non-profit organizations, the general public and media representatives
- Collaborate effectively with staff members, public officials, representatives from other agencies and other stakeholders.
- Manage, lead, coach, mentor, and train managerial and operational staff
- Promote organizational and performance improvement measures
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of accreditation goals
- Research, collect, analyze and evaluate data, and recommend best practices, procedures and techniques
- Prepare clear, concise, informative and accurate reports on program progress in a timely manner
- Communicate clearly and concisely to various audiences, both orally and in writing; make effective presentations

**Training and Experience Guidelines**

**Training:**

- A minimum of a Bachelors degree or higher from an accredited college or university with major coursework in management, public health, business administration or related field.
- Masters degree or higher preferred in Public Health or related field.

**Experience:**

- Five years of increasingly responsible supervisory or management experience within a highly visible position within a government or corporate environment. Experience with PHAB accreditation process preferred.

**Working Conditions:**

- Required to use computers for an extended period of time.
- Required to drive a vehicle.

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**License or Certificate:**

- Possession of, or ability to obtain, an appropriate valid Nevada driver's license.

**Conditions:**

*All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during an incident and/or emergency.*

*New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.*

FLSA Exempt

Bargaining Unit Ineligible

Schedule 26

Approved by Board of Health on