



JOB DESCRIPTION ASSOCIATE CONSULTANT

Position Summary

This is a full-time position with Accreditation Resource Services (ARS), a division of the Center for Improvement in Healthcare Quality (CIHQ). The hospital accreditation consultant leads and/or participates as part of a survey team that:

- Assesses acute care and critical access hospitals throughout the United States and its territories for compliance to accreditation standards (primarily CIHQ and Joint Commission), and the CMS Conditions of Participation.
- Reviews hospital policies, procedures, the care environment, patient care processes, medical record documentation, personnel files, medical staff credential files, and other accreditation related activities to assure that hospitals meet minimum standards of care.
- In collaboration with the survey team leader develop and provide both verbal and written reports outlining deficient practices in hospitals and communicates those findings both to the hospital and to the team leader.
- Maintains a professional and collegial demeanor in all interactions.
- Complies fully with CIHQ-ARS policies and procedures.

In addition, this individual may be asked to assist CIHQ-ARS staff in providing services to member organizations such as developing template compliance documents, reviewing client corrective action plans to survey findings, and other duties as assigned.

Minimum Qualifications

- Strong working knowledge of Joint Commission standards and Medicare Conditions of Participation
- Licensed Registered Nurse (RN)
- At least 3- 5 years of experience in a management level or leadership position within an acute care or critical access hospital. Clinical background preferred.
- Current credential as an Healthcare Accreditation Certified Professional (HACP) or obtains credential within 3 months of hire
- Excellent verbal and written communication skills
- Successful completion of CIHQ consultant surveyor training program

Other Requirements

- Must have an annual influenza vaccination throughout affiliation
- Must pass a criminal background check prior to affiliation
- Must provide evidence of a current urine drug screen clearance prior to affiliation

Physical, Cognitive, and Environmental Demands

The demands described below are representative of those that must be met by an incumbent to perform essential job-specific functions.

- Substantial physical activity such as walking and climbing, lifting up to 25 pounds, and sitting for prolonged periods. Substantial use of fine motor skills for reading, writing, and computer work
- Cognitive ability to multi-task; understand and express concepts and ideas; communicate clearly and understandably in both verbal and written form.
- Able to work in hospital environments, and don appropriate protective equipment as required

Travel Requirements

This position requires extensive travel throughout the United States and its territories. Overnight travel is required. Travel may occur for up to 90% of a scheduled work-week. Travel may occur for up to 3 weeks in a row.

Compensation

Annual salary starts at \$100,000. Non-benefitted position.

Approved:

Richard Curtis, RN, MS, HACP
Chief Executive Officer, CIHQ
Traci Curtis, RCP, HACP
Executive Director of Survey Operations

February 2020