



JOB DESCRIPTION

ASSOCIATE CONSULTANT – PER DIEM

Position Summary

This is a per-diem independent sub-contractor position with Accreditation Resource Services (ARS), a division of the Center for Improvement in Healthcare Quality (CIHQ). The hospital accreditation consultant 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.
- Develops and issues verbal and written reports outlining deficient practices in hospitals and communicates those findings both to the hospital and to the central office at CIHQ-ARS.
- Maintains a professional and collegial demeanor in all interactions.
- Complies fully with CIHQ-ARS policies and procedures.

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 affiliation
- Excellent verbal and written communication skills
- Successful completion of CIHQ' consultant surveyor training program

Other Requirements

- Must sign the CIHQ-ARS sub-contractor agreement prior to affiliation
- Must maintain professional liability coverage of at least 1 million per occurrence and 3 million aggregate annually throughout affiliation
- 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

Availability Requirements

Must be available to survey at least one week per quarter

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.

Compensation

\$1,000 per day of on-site work plus reimbursement of travel expenses in accordance with CIHQ-ARS guidelines. There is no additional compensation for producing written survey reports.

Approved:

Richard Curtis, RN, MS, HACP
Chief Executive Officer, CIHQ
Traci Burgkwist, RCP, HACP

