Job Description Report

Risk Manager - Risk Management

Mission and Vision

Mission:

Samaritan shall provide high quality, comprehensive, safe and compassionate health care services to meet the needs of our civilian and military community. Competency Definition

Vision:

Samaritan shall embrace a patient centric culture and partner with patients to achieve the best outcome and experience. Patient's needs drive every decision.

Job Summary

The risk manager is responsible for the facility's risk management activities, which include managing claims against the facility, interfacing with legal counsel, administering the risk management program on a day-to-day basis, managing and analyzing risk management data, conducting risk management educational programs, coordinating insurance coverage and risk financing, and complying with the Joint Commission's risk management educational standards, all with the objective of controlling and minimizing loss to protect the assets of the facility. This individual is responsible for reviewing and formulating policy and organizational changes, and making recommendations for final approval by the vice president, chief executive officer, and governing body. Completes other duties as assigned by the Director of Corporate Compliance/Risk Management.

Job Requirements

Minimum Education Requirement :

Bachelor's degree required.

Minimum Experience Requirement :

2 years of relevant experience required. Previous experience in a health care environment preferred. Proficient in the use of a personal computer including spreadsheet analysis, presentation graphics and word processing. Highly developed verbal and written communication and organizational skills. Ability to communicate effectively with individuals and groups at all levels of the organization, patients, families and external individuals, groups and agencies. Ability to manage multiple priorities, simultaneously handle multiple projects and make appropriate decisions to assure completion of tasks on time. Demonstrates flexibility and willingness to undertake new responsibilities as assigned. Ability to work under stress. Ability to solve problems of a complex nature. Ability to work efficiently and effectively under deadline pressures. Professional maturity and demeanor that daily sets the tone in carrying out the responsibilities of the position and to represent the organization to internal and external constituents.

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High degree of honesty, integrity and confidentiality. Demonstrates flexibility and willingness to undertake new responsibilities as assigned. Ability to work under stress. Excellent problem-solving, statistical and analytical abilities. Public speaking, consultative and interpersonal skills. Understanding of the organization and healthcare environment.

Minimum License Requirement :

CPHRM preferred.

Physical Requirement/Working Conditions :

Little or no personal exposure to any actual or potential health accident hazard. External applicants, as well as position incumbents who become disabled, must be able to perform the essential functions, either unaided or with the assistance of a reasonable accommodation to be determined on a case by case basis. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Overview

Job Specific Information

Performance Standards

CONTINUUM OF CARE ROLE:

Directs efforts to ensure patient safety and the provision of quality patient care and services.

General Purpose of Communication:

Communications regard major issues which significantly affect the organization.

Does this job have access to confidential information?

Access to bodies of confidential and sensitive clinical/non-clinical data.

OVERTIME STATUS:

Exempt - "Salaried" Employee not eligible for overtime.

Knowledge Required Category :

Technical/Professional (e.g. Pharmacist, Nurse Manager, CPA).

Information Workflow:

Typically evaluates diverse forms of information for strategic impact (e.g. Vice President)

OT/On Call/Deadline:

OT:11-20
On Call:0-4 hrs/week
Deadlines: Constant

PHYSICAL REQUIREMENTS/WORKING CONDITIONS :

Light work: Lifting 25 lbs. maximum with frequent lifting and/or carrying of objects weighting up[to l0 lbs. Even though the weight lifted may be only a negligible amount, a job is in this category when it involves sitting most of the time with a degree of pushing and pulling of arm and/or leg controls, or when it requires

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walking or standing to a significant degree.
BLOOD BORNE PATHOGEN EXPOSURE :

Category II: Job may expose incumbent occasionally or in emergency situations to blood, body fluids, non-intact skin or tissue specimens.
PROTECTED HEALTH INFORMATION ACCESS LEVEL :

Level IV - Full Access: Incumbents in this job may access any protected health information associated to a customer's needs, the service(s) rendered and the position's functions.
Does this position have Clinical Patient Contact?

No
Job's Impact on Patients:

Extensive and/or immediate affecting significant numbers of patients (e.g. nursing senior management; pharmacy sr. management)
Does this position have Supervisory responsibility?

No
Does this position have Budget/Financial responsibility?

Direct responsibility for department budget.
Patient Populations Served:

Not applicable
Internal Contacts:

Providers: (i.e. Physicians, Therapists, Social Workers)
Staff (i.e., clinical and administrative support staff
External Contacts:

Accreditation and/or Regulatory Agencies
Community Resources
Families/Significant Others/General Public
Vendors

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