



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b> QUALITY AUDITOR	<b>2. DIVISION</b> HEAD OFFICE	<b>3. DEPARTMENT</b> QUALITY
<b>4. ORGANISATIONAL RELATIONSHIP</b> The Quality Auditor will report to the General Manager-Quality and Risk Management.		<b>5. NATURE &amp; SCOPE</b> The Quality Auditor is responsible for the development and implementation of the Monitoring and Audit System of the Quality Management Programme of the Authority.
<b>6. SPECIFIC ACCOUNTABILITIES</b> The Quality Auditor:  <ul style="list-style-type: none"> <li><input type="checkbox"/> Prepares the implementation plan for the Quality Monitoring system.</li> <li><input type="checkbox"/> Develops and implements Quality Monitoring instruments for the Quality Management Programme.</li> <li><input type="checkbox"/> Conducts Assessments and Quality Audits.</li> <li><input type="checkbox"/> Identify area for policies and procedures development and/or quality improvements.</li> <li><input type="checkbox"/> Reviews national policies and standards documents and ensure the development of appropriate practice standards and audit tools.</li> <li><input type="checkbox"/> Ensures that the unit(s) are meeting approved standards of care.</li> <li><input type="checkbox"/> Performs related duties as may be required by the approved Authority.</li> </ul>		
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b>  <ul style="list-style-type: none"> <li><input type="checkbox"/> Demonstrate leadership qualities with proven high levels of communication and analytical skills.</li> <li><input type="checkbox"/> Effective communication and negotiation skills, both verbal and written.</li> <li><input type="checkbox"/> Strong critical thinking and problem-solving skills.</li> <li><input type="checkbox"/> Quality and Audit Management skills.</li> <li><input type="checkbox"/> Ability to work with a multi-disciplinary team.</li> </ul>		
<b>8. MINIMUM TRAINING AND EXPERIENCE</b>  <ul style="list-style-type: none"> <li><input type="checkbox"/> First Degree in a Health or Social Services discipline from a recognized University.</li> <li><input type="checkbox"/> Certified training in Quality Assurance and/or Auditing.</li> <li><input type="checkbox"/> Certificate in Applied Quality Management will be an asset.</li> <li><input type="checkbox"/> At least three (3) years experience in a similar job position.</li> <li><input type="checkbox"/> Computer Literate in Microsoft Office Suite.</li> <li><input type="checkbox"/> Any suitable combination of training and experience.</li> </ul>		
<b>9. SUPERVISORY RESPONSIBILITIES</b>  <ul style="list-style-type: none"> <li><input type="checkbox"/> Clerk/Typist I</li> </ul>		
<b>10. COMMUNICATION AND WORKING RELATIONSHIP</b>  <p><b>Internal:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> General Manager-Quality and Risk Management</li> <li><input type="checkbox"/> Manager-Hospital Administration</li> <li><input type="checkbox"/> Medical Director</li> <li><input type="checkbox"/> All Heads of Departments</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Other Regional Health Authorities</li> <li><input type="checkbox"/> Ministry of Health</li> <li><input type="checkbox"/> Training Agencies</li> </ul>		