



## Job Description

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<b>Job Title:</b>	<b>Internal Clinical Auditor</b>	<b>FLSA Status:</b>	<b>Exempt</b>
<b>Job Code:</b>	<b>2706</b>		
<b>Last Modified:</b>	<b>08/23/2017</b>		

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### **Position Summary:**

The Clinical Internal Auditor reviews LifeBridge's performance against clinical protocols, quality standards and the implementation of previously agreed upon practice changes.

### **Essential Functions:**

#### **Audit Scoping & Planning**

In conjunction with the Manager of Internal Audit, establishes the clinical audit work plan for the fiscal year based on high risk areas and key quality initiatives.

#### **Tasks:**

Meets with System Leaders for input and feedback related to addresses high risk areas / key initiatives / clinical quality concerns. Works with the IS Department to understand the quality protocols established within Cerner.

Reviews Joint Commission, Federal, State and other guidelines and regulations (i.e. CMS, AHRQ, NHSN, DHMH, etc.).

Reviews the outcomes of root cause analyses, focused case reviews and administrative case reviews to understand the agreed upon follow up actions.

Reviews and understands clinical protocols and assesses the risks associated with non-compliance.

#### **Audit Fieldwork**

Executes the audits as assigned to the Clinical Internal Auditor.

#### **Tasks:**

Based on the audit plan, prepares an audit methodology for each audit area.

Reviews medical records and other supporting documentation to determine compliance with quality protocols and standards.

Verifies Management is taking the appropriate follow up actions based on the results of root cause analyses, focused case reviews and administrative case reviews.

Prepares organized work papers to document and support conclusions.

Provides recurring status updates to internal stakeholders and the Internal Audit Manager as to progress.

#### **Audit Reporting**

Reports audit findings to stakeholders.

#### **Tasks:**

Prepares clear reports describing audit results and provides value-added recommendations for improvement where required.

Gathers Management Action plans.

Presents results of audits to stakeholders

#### **Other Projects**

Follows-up on past audits.

#### **Tasks:**

Performs follow-up audits to help ensure that Management's action plans have been implemented and compliance rates are improving.

Helps to educate internal stakeholders on quality standards and the importance of maintaining compliance with these metrics.

**Other Responsibilities**

The Clinical Internal Auditor continuously seeks opportunities to build their network and skill-set.

**Tasks:**

Builds and maintains good relationships with internal stakeholders.

Maintains working knowledge of healthcare industry rules, regulations and trends.

Other duties as assigned.

**Level of Supervision**

**Required:** Works independently

**Contacts:** Frequent contacts, within or outside of the Company. Requires tact, discretion, and working knowledge of Company procedures and policies.

**Type of Supervisory**

**Responsibilities:** None

**Qualifications/Requirements**

**Education/Knowledge:** Basic professional knowledge; equivalent to a Bachelor's degree; working knowledge of theory and practice within a specialized field

**Education Discipline:** Bachelor's Degree in Nursing or other health related field

**Experience:** 5-7 years

**Technical/Clinical Skills (Usage):**

Standard Office Equipment (Frequently)

Medical terminology (Frequently)

Critical thinking skills (Frequently)

Manage multiple projects and competing priorities (Frequently)

Tableau (Occasionally)

Microsoft Office Suite (Frequently)

Basic computer skills (Frequently)

Cerner (Frequently)

**Certifications, Licenses, Registrations:**

Registered Nurse License, preferred

CPHRM, preferred

CPHQ, preferred

**Communication Skills and Abilities:**

Demonstrates the ability to follow verbal instructions.

Demonstrates the ability to communicate effectively verbally.

Demonstrates the ability to communicate effectively in writing.

**Physical Demands and Working Environment****Physical Demands:**

Sedentary - Exerts up to 10 lbs. of force to lift, carry, push, pull, or otherwise move objects. Sitting most of the time, but may involve walking or standing for brief periods or time.

**Work Environment:**

Normal Environment

- Normal light, air, and space in work environment.

**Additional Comments**

Travel may be required. Experience working in a hospital environment preferred.