



Agency: Patient Safety Authority (83)

Job Title: Patient Safety Analyst

Type of Job: Non-civil service/Management

Type Position: Perm/FT

Work Hours: 8:00 a.m. – 4:30 p.m.

Work Location: Remote

Reports to: Dir. of Innovation & Strategic Partnerships

Supervisor Position: N

The Commonwealth of Pennsylvania, Patient Safety Authority is proud to be an equal opportunity employer supporting workplace diversity.

JOB DESCRIPTION

Summary/Objective:

The Patient Safety Analyst assists the Authority to improve patient safety in Pennsylvania by collecting, analyzing, and sharing patient safety data and helping to develop solutions for patient safety issues.

Essential Functions:

1. Actively support and promote the Authority's mission, vision, and programs.
2. Monitor, analyze, and synthesize patient safety data from various sources, including events reported through PA-PSRS, to identify trends and issues.
3. Utilize statistical software (SAS) to mine and analyze data.
4. Conduct basic statistical analysis (mean, median, rate, ratio), use statistical tools (SIR, P values, standard deviation, odds ratio), and perform benchmarking and rate comparison.
5. Produce graphic data display using various tools (control charts, affinity diagrams, and scatter plots), and present findings for dissemination to internal and external stakeholders.
6. Author articles for publication in the Authority's peer-reviewed journal and external publications as appropriate.
7. Conduct literature reviews; interpret and apply research findings and identify study limitations and bias.
8. Serve as a resource for Pennsylvania healthcare facilities as needed and as assigned.
9. Plan, coordinate, develop, and conduct education as assigned.
10. Develop, implement, lead, and monitor collaborative and other activities within Pennsylvania healthcare facilities.
11. Develop and maintain relationships with key stakeholders in the field.
12. Maintain, develop, and submit documents and reports as required by requested deadlines.
13. Perform related work and carry out other responsibilities that serve the objectives of the Authority as assigned.

Standard Competencies:

1. Learning orientation
2. Organizational skills
3. Thoroughness
4. Teamwork orientation
5. Collaboration skills



6. Communication proficiency (verbal and written)
7. Staff/Client focus
8. Discretion

Minimum Experience/Training:

1. Registered nurse or licensed healthcare provider preferred
2. Bachelor's degree required; Master's degree preferred
3. Current CPPS certification preferred; Required within 1 year of employment
4. Significant data analysis and journal or research writing experience required
5. Advanced knowledge and experience using Excel; Working knowledge of other Microsoft Office applications. Working knowledge of statistical and data analytic applications preferred.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. At times, this job may require lifting boxes of materials, computer/audio-visual equipment and transported via a handcart.

Hours of Work:

Some flexibility of hours is allowed, but the employee must work 37.5 hours each week to maintain full-time status. Occasional evening and weekend work may be required as job duties demand.

Travel:

Occasional day travel is required. Some out-of-area and overnight travel may be expected.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.