



**Job Title:** Patient Safety Analyst

**Type of Job:** Non-civil service/Management

**Hours:** 7.5 hours/day

**Reports to:** Director of Data Science & Research

**Type Position:** Perm/FT

**Work Location:** Remote

**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 analyzing data, performing research, sharing results, and identifying potential solutions for patient safety issues.

### **Essential Functions:**

- Actively support and promote the Patient Safety Authority's mission, vision, and programs.
- Conduct studies related to patient safety issues; includes project oversight and responsibility for developing and communicating research design, problem definition, methodology, data analysis and interpretation, and potential solutions.
- Write scientific articles for publication in the Patient Safety Authority's peer-reviewed journal and external publications as appropriate.
- Perform literature reviews; interpret and apply research findings and identify study limitations and bias.
- Monitor, analyze, and synthesize data from various sources, including patient safety events reported through the Pennsylvania Patient Safety Reporting System (PA-PSRS), to identify trends and potential opportunities to improve patient safety.
- Conduct basic statistical analysis, use statistical tools, and perform benchmarking and rate comparison.
- Use data visualization and statistical software to analyze data and produce graphical data displays.
- Clearly communicate research findings in both formal and informal settings.
- Serve as a resource for Pennsylvania healthcare facilities as needed.
- Plan, coordinate, develop, and conduct education as needed.
- Develop, implement, lead, and monitor collaborative and other activities within Pennsylvania healthcare facilities.
- Develop and maintain relationships with key stakeholders in the field.
- Maintain, develop, and submit documents and reports as required by requested deadlines.
- Perform related work and carry out other responsibilities that serve the objectives of the Patient Safety Authority as assigned.

**Standard Competencies:**

- Critical thinking
- Conceptual thinking
- Creative thinking
- Thoroughness
- Accuracy
- Learning orientation
- Time management and organization
- Collaboration
- Communication (oral and written)
- Discretion

**Minimum Experience/Training:**

- Graduate or doctoral degree required
- Licensed healthcare provider preferred
- Current CPPS certification preferred; Required within 1 year of employment
- Significant data analysis and scientific writing experience required
- 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.