



Agency: Patient Safety Authority

Job Title: Regional Patient Safety Liaison

Type of Job: Non-civil service/Management

Position: Perm/FT/exempt

Hours: 7.5 hours/day

Work Location: Remote

Reports to: Director of Outreach and Education

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:

Regional Patient Safety Liaisons (PSL) help the Authority to improve patient safety in Pennsylvania by establishing a collaborative local presence at healthcare facilities. The PSL will be primarily focused on one of six regions in Pennsylvania. The PSL will serve as the primary face of the Authority at facilities subject to Act 13 in a given region. The PSL will report to the Director of Outreach and Education. The PSL helps the Patient Safety Authority provide guidance to and solicit feedback from, the healthcare facilities that submit Serious Events and Incidents to the Pennsylvania Patient Safety Reporting System (PA-PSRS).

Essential Functions:

1. Coordinate and plan education and focus sessions with hospitals on a regional or individual level with personnel from Authority staff, Authority contractors and others as directed by the Director of Outreach & Education
2. Deliver presentations at individual hospitals, local professional societies and other interest groups regarding the Patient Safety Authority's role, mission and activities.
3. Encourage facilities to distribute and use *Patient Safety*, consumer tips, toolkits, and associated tools/documents/resources to prevent medical errors
4. Work with facilities to share patient safety policies and procedures that have led to improvement, when appropriate
5. Solicit feedback from facilities regarding patient safety issues, initiatives, successes, and needs
6. Help develop and conduct local training programs
7. Provide basic user training on the use of the Pennsylvania Patient Safety Reporting Systems (PA-PSRS), including reporting of medical errors and infections
8. Help facility PSOs utilize the resources of the Authority to further patient safety in their organizations
9. Facilitate collaboration between Authority staff and regional quality improvement groups (e.g., HCIF, PRHI)
10. Maintain periodic contact with facilities via in person consultations, virtual consultations, and phone calls.
11. Submit weekly reports, expenses and facility visit reports to Director of Outreach & Education on a weekly basis
12. Perform related work as required and any other responsibilities as set forth by the director of Outreach & Education and/or the Executive Director

**Competencies:**

1. Learning Orientation.
2. Organizational Skills.
3. Thoroughness.
4. Teamwork Orientation.
5. Collaboration Skills.
6. Communication Proficiency.
7. Staff/Client Focus.
8. Discretion.

Minimum Experience/Training:

1. 5 years of Healthcare Patient Safety/Quality/Risk Management experience
2. Bachelor's degree in related field
3. Good knowledge of Microsoft Office applications
4. Current CPPS preferred or required within 1 year of employment

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, and reach with hands and arms. At times this job may require lifting up to 40 lb. boxes of materials, computer/audio-visual equipment, with use of and transport 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:

Employee must be available to travel within the Commonwealth of Pennsylvania frequently (up to 90%). Some out-of-area and overnight travel may also be required.

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.