



**Agency:** Patient Safety Authority

**Job Title:** Patient Safety Advisor

**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:

The Patient Safety Advisor (Advisor) helps the Patient Safety Authority (PSA) to improve patient safety in Pennsylvania by establishing a collaborative local presence at healthcare facilities. The Advisor will be primarily focused in one region in Pennsylvania. The Advisor will serve as the primary face of PSA for facilities subject to Act 13 in their assigned region. The Advisor will report to the Director of Outreach and Education. The Advisor provides guidance to and solicits feedback from healthcare facilities required to 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 as directed by the Director of Outreach & Education.
2. Deliver presentations at individual hospitals, local professional societies, and other interest groups.
3. Encourage facilities to distribute and use *Patient Safety*, consumer tips, toolkits, and associated tools/documents/resources to improve patient safety and prevent medical errors.
4. Work with facilities to share patient safety policies and procedures that have led to improvement.
5. Solicit feedback from facilities regarding patient safety issues, initiatives, successes, and needs.
6. Help develop and conduct training programs.
7. Provide basic user training on the Pennsylvania Patient Safety Reporting System (PA-PSRS), including reporting of serious events and incidents.
8. Help facility Patient Safety Officers utilize the resources of PSA to improve patient safety in their organizations.
9. Facilitate collaboration between PSA and other groups focused on patient safety and/or quality improvement.
10. Cultivate and maintain relationships with facilities via periodic in-person consultations, virtual consultations, and phone calls.
11. Submit 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 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.



**Signatures:**

This job description has been approved by all levels of management:

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

HR: \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_