

Risk Management Analyst, Clinical/Health System

Job Description Summary

Review & track incident reports ensuring that follow-ups are complete; perform investigations under direction of in-house counsel or hospital peer review committees; prepare reports of adverse events resulting in liability exposure; act as resource person for all Health System employees concerning risk management issues; assist in investigating patient complaints with professional liability implications & determine most appropriate method of management; participate on committees that address issues with risk management implications; provide risk management educational sessions to individual departments or units.

Job Description

- Reviews incident reports and enters appropriate information into the database. Refers reports to other involved departments and assures follow-up is complete. Identifies incident reports requiring further investigation and performs reporting to regulatory agencies when necessary.
- Performs investigations pursuant to direction of in-house counsel or hospital peer review committees, often followed by written reports, of adverse events resulting in liability exposure. Investigations may include contact with nurses, physicians, University representatives, and Health System employees.
- Provides written reports under the direction of in-house counsel, of potential claim and claim events, which involve assessing and organizing medical reports; the gathering of all necessary facts and information; and the provision of medical literature when appropriate.

- Acts as a resource person for all Health System employees concerning risk management issues such as informed consent, documentation, policies and procedures, etc.
- Investigates patient complaints with potential liability exposure. Determines the most appropriate method of management and assists in the preparation of response letters.
- Participates on committees that address issues with risk management implications and provides data to committees regarding risk management issues identified through the incident reporting process.
- Provides risk management educational sessions to individual departments or units to address issues such as incident reporting; documentation; compliance with regulatory requirements; management of patient complaints; or other issues as requested or as identified through the incident reporting process. Provides assistance to the Claims Coordinator, in-house counsel, and defense counsel in the interpretation and understanding of the medical aspects of malpractice claims.
- Teamwork and support of colleagues are essential. The employee is expected to promote organizational values of patient and visitor satisfaction by demonstrating courtesy and respect for patients and their families, visitors, and other employees.
- Demonstrates the ability to maintain an accurate and current incident report data base, along with the ability to generate data reports. Performs the evaluation of potentially compensable events and prepares reports demonstrating excellent analytical and writing skills.
- Continuous contact with health care providers and frequent contact with attorneys within and outside the Health System. Effective and appropriate interpersonal relationship skills, including tact, diplomacy are essential.
- Other duties as assigned.

QUALIFICATIONS

BA/BS degree in Nursing with Professional Nursing License in Commonwealth of PA required; 3 years clinical nursing experience within last 5 years required with prior experience in health care risk management, quality assurance, or case management positions preferred; may be required to travel throughout Medical Center, University Campus & Health System.

***Nursing degree required**

To Apply, please click on the following link:

https://wd1.myworkdaysite.com/recruiting/upenn/careers-at-penn/job/FMC-Tower/Risk-Management-Analyst--Clinical-Health-System_JR00062104