

## **Assistant Director of Risk Management**

### 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; investigate patient complaints & 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

Assists the Director of Risk Management in coordinating the provision of comprehensive risk management services at Health System facilities and practices including coordination between and among Risk Management, CEQI, Office of Patient Affairs and patient safety officers and directors on event management issues, as well as the integration of new facilities and practices into the program. Serves as the internal and external point person and resource for designated risk management team(s). Promotes the educational mission of the Health System by developing and presenting risk management education programs and lectures to Health System staff as well as classes at the University of Pennsylvania School of Nursing as needed. Assume responsibility for an ongoing claims related and/or risk management related project as assigned by the Director of Risk Management. Shares responsibility for providing twenty-four hour risk management back-up coverage to the attorney on call. Provides SafetyNet and risk management consult coverage on a daily rotating basis including triaging of SafetyNet reports, investigation of reports, determination of required disclosure, reporting and potential claim identification and preparation of required reports, files, letters, etc. Attends Incidents and Occurrences/Clinical Care Review Committee meetings, and participates in other committees that address issues with risk management implications. Acts as a resource for all Health System staff concerning risk management issues such as informed consent, documentation, policies and procedures, etc. Investigates as needed patient complaint letters with potential liability exposure, determines the best approach to management of the complaint and assists with preparation of response. Other duties as assigned. Qualifications: BA/BS degree in Nursing with Professional Nursing License in Commonwealth of PA required; Master's Degree (preferably in Nursing or risk management related topic) required; at least 5 years' clinical experience with 3- 5 years of 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.

\* Cover letter must be included Salary Range: \$95,000 - \$135,000

To apply, please visit: <https://wd1.myworkdaysite.com/recruiting/upenn/careers-at-penn/job/FMC-Tower/Assistant-Director-of-Risk-Management--Healthcare-Risk-Management-Clinical-JR00064117>