



The End Stage Renal Disease Network of Texas, Inc.

4099 McEwen Road Suite 820 Dallas TX 75244 972-503-3215 fax 972-503-3219 www.esrdnetwork.org

A Division of Alliant Health Solutions

Network QIA Facility Project Manager

Job Description

Job Brief

Project Manager to manage the Network Quality Improvement Activity (QIA) at the facility

Job Duties

Project management responsibilities include delivering every project on time according to Network requirements. Project managers should have a background in business skills and management with analysis skills preferred. Project managers are skilled at getting the best out of the people and projects that they oversee. They thrive when planning projects and working with project teams. Project managers have a desire to improve conditions for patients and their experience of care.

Responsibilities

1. Be familiar with and ensure deadlines are met.
2. Assign a designated backup person at the facility who you familiarize with the project requirements and their role as your back-up.
 - a. Back-up person should have access to all project material, resources (computer systems), and deadlines.
 - b. If you go on an extended leave or vacation, ensure that the back-up person will fulfill all project duties in your absence.
 - c. If you are leaving your position at the facility, follow the project hand-off process established by your corporate leadership.
3. Update the Network with facility staff changes that impact the QIA within 48 hours of the change.
 - a. Provide name, email, and contact information.
4. Coordinate with and update your corporate leadership on status of the project.
 - a. Provide progress, status on timelines, barriers, challenges, and successes
 - b. Escalate issues to your corporate leadership as appropriate
5. Communicate with your Network QIA Lead within 48 hours if there is an issue that will not allow you to meet a project deadline, preferably before the deadline.
6. Read all communication in its entirety provided by your Network QIA Lead prior to contacting the Network with questions.
7. Involve the Facility Patient Representative (FPR) per project requirements.

Requirements

- Solid organizational skills including attention to detail and multi-tasking skills.
- Good communication skills.
- Ability to read and follow written and verbal instructions.
- Access to high speed internet and all required systems for the project such as the Network website, internet, CROWNWeb, National Healthcare Safety Network (NHSN), etc.
- Solid computer background, with understanding or hands-on experience including internet and webinar navigation
- Proficient in Microsoft Office products, especially Excel and Word

Network tips to be a successful Network QIA Facility Project Manager

- ✓ Plan ahead
- ✓ Develop a detailed project plan to track progress
- ✓ Organize all project material in one central location (i.e., notebook, folder, file cabinet)
- ✓ Check Network website frequently for updates
- ✓ Read and respond accordingly to all emails about the project
- ✓ Use resources (all project material on Network 14 website)
- ✓ Include Network QIA discussion and review in your monthly facility QAPI/QI meetings
- ✓ Keep your back-up person updated

Resources:

Network 14 website www.esrdnetwork.org

Go to QIA section located on the bottom right corner of home page.

Please sign attesting that you have read and understand the project lead job description. Fax the form back to the Network at 972-503-3219. **If both lines are not signed the description will not be accepted.**

Facility CCN# (Medicare Provider Number) _____

Project Lead Name

Project Lead Signature

Date

Secondary Project Lead Name

Secondary Project Lead Signature

Date