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# Example of Patient Safety Job Description

Our growing company is looking to fill the role of patient safety. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for patient safety

* Educate providers about purpose and scope of services provided by the PSO, steps to PSO participation, creation and maintenance of PSWP and PSES
* Provide analysis and reporting of PSO information and facilitates interventions and process improvement strategies
* Provide consultation to providers for risk assessments, event investigation, RCAs, FMEAs
* Review all RCAs for improvement and ensure consistencies with processes and policies
* Manages annual AHRQ Safety of Culture surveys to include reporting and improvement plans
* Manage collection, processing, documentation, reporting and follow-up of all adverse event reports for all of our client's products from clinical trials, non-interventional studies, Patient Oriented Programs, literature, Spontaneous Reports, Transcribe, translate and enter data of all data from source documents into safety systems accurately and consistently with emphasis on timeliness and quality
* Interact and exchange relevant safety information with Patient Safety associates, other functional groups and third party contractor, if applicable
* Perform reconciliation with other departments
* Prepare and submit KPI reports on compliance in a timely manner including identification of root cause(s) for late reporting to local health authority, development and implementation of corrective action(s) as needed
* Ensure support for and close-out of audits, corrective action plan, and investigation and Health Authority inspections

## Qualifications for patient safety

* Pref
* Minimum of three years healthcare experience in patient safety, risk, and/or quality preferred
* Bachelor's degree in nursing or health science required
* Certification in Patient Safety (CPPS) required or obtained within the first year of employment
* Certification in Healthcare Quality (CPHQ) preferred
* Midas+ experience desired