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# Example of Risk Coordinator Job Description

Our growing company is searching for experienced candidates for the position of risk coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for risk coordinator

* Author foundation documents to include training plans, communication, presentations, country risk assessments, hotel and airport reviews, and situational reports
* Acts as a liaison between patient/family, staff physician, attorneys, and outside agencies on risk management related issues when acting as the facility's Licensed Health Care Risk Manager
* Responsible for ensuring a tracking/trending system of risk management information
* Disseminates information to the appropriate departments and committees, while adhering to strict confidentiality requirements when acting as the facility's Licensed Health Care Risk Manager
* Receives, investigates, and when appropriate attempts to solve problems, including grievances related to patient care and the quality of medical services in an effort to control or eliminate claims when acting as the facility's Licensed Health Care Risk Manager
* Collaborates with Quality Management to identify and process issues to reduce risk and improve quality of care
* May act as a consultant to departments in the development of policies and procedures, which eliminate conditions or actions that can cause event/incidents and/or claims
* Collaborates with medical staff, nursing, other departments and committees in an effort to
* Identify possible exposure and take measures to avoid loss
* Available to resolve treatment issues, including patient decisions made against medical advice, refusals of treatment, consent issues, withdrawal and withholding of life support, and advance directive issues when acting as the facility's Licensed Health Care Risk Manager

## Qualifications for risk coordinator

* Has on call responsibility when acting as the facility's Licensed Health Care Risk Manager
* Reviews, records, and tracks patient quality of care issues using pre-established criteria
* Assists with reviews, formulates timelines, and evaluates for trends of Medical records using pre-established criteria
* Assists the Risk Manager with development of proactive measures to reduce poor outcomes
* As PSO liaison,establishes policies and procedures related to the establishment and maintenance of the Patient Safety Evaluation System (PSES) as related to Peer Review
* As PSO liaison,defines what constitutes Patient Safety Work Product (PSWP) and ensure appropriate documentation as related to the Peer Review and Risk Management