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# Example of Risk Coordinator Job Description

Our company is looking to fill the role of risk coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for risk coordinator

* Participates in AHCA, TJC, CMS, and other relevant investigations and surveys
* Is involved in any sexual misconduct investigations in the absence of the facility Risk Manager
* Required to respond to emergency situations (such as disasters, hurricanes, ) and staying until the crisis is over, or the position is covered by incoming personnel
* Acts as internal consultant to Administration, Medical Staff,Nursing and Ancillary Departments in
* Matters pertaining to risk management and regulatory/accreditation compliance
* Hospital staff in issues related to risk management
* Management in-service education is provided to all non-physician personnel, including a review of
* The event/incident reporting system in the absence of the facility Risk Manager
* Minimum of 5 years in the clinical setting
* RN licensure for the State of Florida

## Qualifications for risk coordinator

* Current Florida risk manager’s license or will obtain within 1 year
* Must be able to operate personal computer, printer, copy and fax machines
* Familiar with various pieces of patient care equipment
* Must possess knowledge of current clinical standards, policies and procedures, which govern the functioning of the hospital, conflict resolution/complaint management techniques and data analysis methods
* Ability to comprehend and speak the English language fluently, communicate both orally and in writing
* Manage Risk Analytics BAU & CCAR projects to ensure requirement fulfillment and on time delivery