

# Example of Improvement Coordinator Job Description

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Our growing company is looking to fill the role of improvement coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for improvement coordinator

- Collaborates with the clinical staff and other departments to collect information related to opportunities for improvement in clinical or service outcomes
- Coordinates the scheduling of work team meetings, prepares documents, maintains minutes, and creates updates on the status of projects or programs
- Prepares performance improvement documents in format required by government agency, regulatory body or accrediting body
- Be a resource for internal and external quality standards
- Act as a resource to management and staff on the performance improvement process, identify performance improvement projects and develop action plans and outcome measures to demonstrate improvement
- Collect, compile, and aggregate performance improvement and patient safety data, identifying and working with stakeholders to resolve "missed opportunities"
- Assist with development and delivery of education offerings, for organization leaders to include managers and staff, related to quality, performance improvement, patient safety, and healthcare standards, quality improvement methods and tools
- Assists in the systematic measurement and assessment of performance indicators
- Collaborates with System Quality Management vendors
- Works with members of the operations team to develop and implement

## Qualifications for improvement coordinator

- Position requires a BS in Business Administration, Supply Chain or a technical field relevant to consumer package goods (packaging, food science, quality)
- Demonstrated history of working collaboratively with a diverse set of community partners and stakeholders
- Workshops in accordance with the plant PC&L manager, supervisors and gap leaders
- Conduct focus groups in service delivery area as needed to ensure member needs are being addressed
- A minimum of one year experience in a similar position in an acute care facility required
- Expertise in quality data/peer review data abstraction, data analysis, and improvement strategies