



Example of Quality Compliance Specialist Job Description

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Our company is growing rapidly and is looking for a quality compliance specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for quality compliance specialist

- Lead policy and procedure review of all imaging policies
- Assist and provide oversight of technical staff's compliance with CEU, BLS/ACLS, and licensure, certification, and/or registration requirements
- Effectively communicate quality/safety related updates to staff
- Provides education, training, and best practice techniques via written, electronic, or oral presentations to existing staff incoming staff
- Assist in arranging professional development presentations that are approved as Continuing Education Units for technologist staff
- Performs routine audits of records and observes workflows to ensure policy compliance
- Investigate and perform Root Cause Analysis on adverse and safety related events
- Ensure regulatory and accreditation compliance of current imaging and future programs
- Provides updates and/or presentations to various institutional committees (Quality Improvement, Institutional Safety Committee, Radiation Safety Committee)
- Partner with Clinical Laboratory to ensure compliance with laboratory state, federal, and accrediting agency regulations for point-of-care testing

Qualifications for quality compliance specialist

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- Strong interpersonal/customer service skills for communication with internal staff and grant recipients
- Fast paced working environment, extensive computer usage
- Strong communication, teamwork, problem solving, decision-making, and root cause analysis skills are required
- Demonstrated knowledge/application of all quality system elements
- Previous experience in delivering Quality System related training CAPA, Process Validation