



Example of Risk Management Specialist Job Description

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Our innovative and growing company is looking to fill the role of risk management 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 risk management specialist

- Supports activities of the patient safety triage team/grievance committee(s) and serves on other patient care and safety related committees as member, or ex officio, as needed to communicate findings, recommendations, actions, and results
- Fosters and maintains collaborative relationships with external agencies
- Reviews documented patient, family, and visitor concerns, complaints and grievances provided by the Patient Advocate
- Attends and supports departmental/hospital meetings where measurement and evaluation functions are performed as agreed upon by the Director of Quality and Safety
- Attends Quality and Patient Safety Committee meetings collaborative group meetings when performance improvement is indicated
- Assists departments with integration of quality and risk activities
- Reviews departmental quality and safety indicators for compliance, appropriateness and rationale
- Understands and implements programs related to patient safety indicators located from local and national regulating bodies
- Acts as liaison to statewide and national collaboratives for quality and safety
- Conducts FMEA analysis when high volume, high risk opportunities as discovered through incident report analysis

Qualifications for risk management specialist

- Improvement oriented change agent
- Ability to meet competing deadlines and maintain focus and patience
- Bachelor degree, with 3-4 years working experiences, preferred major in legal, international trade, finance
- Experience in direct communication with executive leadership (Business and IT)
- Work is conducted in a team environment with various internal deadlines throughout the day