



Republic of the Marshall Islands
Office of the Public Service Commission

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EA.NO.: RMI-004-22
 OPENING DATE: 01/11/22
 CLOSING DATE: 01/25/22

EMPLOYMENT ANNOUNCEMENT

REF: CM of 12/01/21

Position Title:	Quality Assurance & Quality Improvement (QA/QI) Coordinator	
Grade and Salary (P/L):	PL 11/1 - 11/3	\$21,000 - \$23,000 p.a
Ministry and Division:	Ministry of Health & Human Services, Office of the Health Planning, Policy, Preparedness & Epidemiology	Majuro Atoll Health Care Services
Location:	Majuro	
Reports to:	Performance & Quality Improvement (PQI) Director	

JOB PURPOSE: The QA/QI Coordinator shall coordinate and implement quality management and quality improvement program for MOHHS; and works closely with the PQI Director to ensure programs and services are implemented at the highest standards.

KEY RESPONSIBILITIES:

1. Shall coordinate collection of performance data, identify opportunities for improvement and present findings to PQI Director to ensure programs and services are implemented at the highest standards.
2. The QA/QI Coordinator will work closely with the PQI Director to identify systems related problems and work collaboratively with staff to resolve, assuring forward momentum in achieving quality standards and maintenance of successes;
3. The QA/QI Coordinator shall ensure that staff satisfaction surveys, patient satisfaction surveys are conducted and data analyzed to identify opportunities for improvement and present findings to PQI Director and relevant departments;
4. The QA/QI Coordinator shall be responsible for the collection and reporting of quality measures to the PQI Director
5. The QA/QI Coordinator shall prepare reports to the PQI Director on progress towards key performance indicators and problem areas that needs addressing.

MAIN DUTIES AND OUTCOMES:

- 1.1 Organized and facilitate monthly QA/QI meeting;
- 2.1 Record meeting minutes and provide action tables
- 3.1 Maintain QA/QI program schedule, document QI study progress
- 4.1 Support and coordinate chart audits
- 5.1 Oversee patient satisfaction surveys, compilation and analysis for meaningful information and informed decision making;
- 6.1 Prepare reports for PQI Director on best practice, policies and interventions based on meaningful, data driven strategies.

DESIRABLE REQUIREMENTS:

Qualifications:

- Minimum of Associate's (two year) degree in Health Administration, Nursing, or medical field or 5 years of experience in the Health Administration/Medical field.

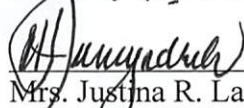
Skills:

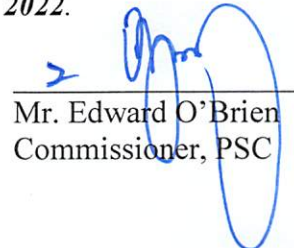
- Data management knowledge;
- High level of interpersonal skills and the ability to facilitate effective communication among all level of staff, patients and outside organizations;
- Attention to detail;
- Reliable with excellent timekeeping;
- Self-motivated with a willing and friendly approach;
- Demonstrates ability to function both, independently and in collaboration with other professionals.

Secure application form from the Public Service Commission's Office in Majuro and the Office of Deputy Chief Secretary on Ebeye or may inquire further by contacting the following PSC email addresses: (pscrmi.recruit@gmail.com).

The Completed application must be received at the Public Service Commission by:
11th January 2022.

Issued by the Public Service Commission on this **25th January 2022.**


Mrs. Justina R. Langidrik
Acting Chairperson, PSC


Mr. Edward O'Brien
Commissioner, PSC