



Republic of the Marshall Islands
Office of the Public Service Commission

PO Box 90 ~ Majuro, MH 96960 ~ Marshall Islands

Phone: 692.625.8298 ~ 692.625.8498 ~ Fax: 692.625.3382 ~ Email: pscrmi.recruit@gmail.com

Webpage: pscrmi.net

EA NO: RMI-009-24

OPENING DATE: 01/26/2024

CLOSING DATE: 02/09/2024

EMPLOYMENT ANNOUNCEMENT

01/16/2024

Position Title:	Performance Management Director	
Grade and Salary (P/L):	Grade: PL 12/1-12/3	Salary: \$24,000.00-\$27,000 p. a
Ministry and Division:	Ministry of Health and Human Services	Office of the Health Planning, Policy, Preparedness & Epidemiology
Location:	Majuro	
Reports to:	Deputy Secretary, OHPPPE	

JOB PURPOSE: Is responsible for facilitation the initiatives that will result to improvement of health outcomes. Will serve as a consultant within the organization in performance improvement and risk reduction practices.

KEY RESPONSIBILITIES:

1. Responsible for the oversight of Quality Improvement (QI) activities and management of MOHHS Clinical and administration data collection and analysis.
 - a. Utilizes the MOHHS electronic health records to identify reporting capabilities and pathways for obtaining data to meet regulatory requirements
 - b. Leads data review and ongoing monitoring of performance improvement opportunities.
 - c. Responsible for data collection, analysis, and submission of clinical outcome measures annually.
 - d. Coordinates with Epidemiologist on data for patterns and trends in care delivery; works on discovering root causes for specific patient care trends.
 - e. Responsible for policy development and updates in Quality/ Performance improvement.
 - f. Assures completion of all quality and outcome reporting as required by leadership and management of the MOHHS.
 - g. Complete high risk procedure audits as part of the re-privileging process.
 - h. Completes the annual quality improvement plan and work plan.
 - i. Assist in the leadership of the MOHHS QI committee and prepare minutes and action items.
2. Functions as MOHHS point of contact for performance improvement (PI) teams

- a. Trains site multidisciplinary teams on the PI cycle.
 - b. Leads and organizes monthly PI team meetings.
 - c. Supports site teams in the use of data.
 - d. Supports team leaders in the utilization of the PI data tool.
3. Provides clinical input to MHIS in regards to templates, flow, data, and key performance improvement (KPI) selection.
 - a. Works with Health Informatic Department (HIPD) for customizations required to assure capture of required data elements.
 - b. Collaborates with MHIS and Medical Records to assure workflow and documentation support appropriate data capture.
 - c. Works with HID to determine correct mapping for documentation of all required data elements.
4. Assumes primary responsibility for MOHHS Even Report System.
 - a. Reviews all events submitted and assures action plans are needed.
 - b. Follows up on outstanding events.
 - c. Serves as the lead of the Performance and Quality Improvement (PQI)
5. Functions as MOHHS's risk reduction coordinator.
 - a. Responsible for policies and procedures in the area of risk management.
 - b. Responsible for developing and implementing a systematic approach for managing and minimizing risk throughout the ministry.
 - c. Identifies opportunities for risk education.
 - d. Develops guidelines, recommendations, or implements process improvements to address high areas vulnerability within the organization.

MAIN DUTIES AND OUTCOMES:

- Collaborate with internal and external colleagues leading planning, coordination, execution, and evaluation of collaborative programs. This may include national, regional, and one-on-one trainings, meetings, webinars, conference calls, listserv, and other vehicles to support safety culture development and best- practice implementation at the MOHHS.
- Accountable for development and maintenance of effective program management systems, such as individual and group staff meetings, participant database, tracking as issue escalation and management.
- Oversee scheduling and setting up meetings, educational conference calls, webinars, and listservs, collaborating with internal staff.
- Prepare, organize, and distribute written materials including reports, memos, evaluations, marketing tools and presentations, in a timely manner and for appropriate audience and as required by the contract,
- Ensure tracking, documentation, action plans, and summary reports are submitted and appropriate to meet all requirements.

- Maintain up-to-date program information on MOHHS and ensure program visibility via various other media.
- Develop/ organize/ deliver presentations.
- Provide appropriate program updates to internal and external audiences in a reliable and consistent time frame.
- Maintains effective working relationships internal to MOHHS, with health care organizations regional hospital associations, quality improvement organizations, and governmental agencies.

DESIRABLE REQUIREMENTS:

Qualifications:

- Minimum of Bachelor's (four year) degree in Health Administration, Nursing, or medical field or 5 Years of experience in Health Administration/ Medical field.
- Maintains a working knowledge of clinical outcomes, evidenced based best practice and regulatory requirements.
- Strives to develop the leadership attributes identified by MOHHS Leadership & Management.
- Maintains a working knowledge of MOHHS templates and workflow.

Technical Skills:

- Proficient in Microsoft Office Suite
- Performance improvement Tools
- Ability to use clerical and numerical skills in preparing final drafts and documents from raw data
- Ability to create letters, forms, documents, presentations

Physical & Mental Demands:

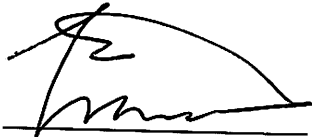
with or without reasonable accommodations (s), the essential functions of this position require certain physical and mental abilities. These abilities include, but are not + limited to: sitting, standing, walking, bending, stooping, pushing, pulling, lifting (up to 25 lbs.), typing, writing (in English), reading (English), Speaking (English), seeing, hearing, driving, basic mathematical calculations, problem solving, reasoning, composition, and decision-making

FILINF INSTRUCTIONS:

Secure application form from the Public Service Commission's Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website-pscrmi.net. For more information, please contact the email address: (pscrmi.recruit@gmail.com).

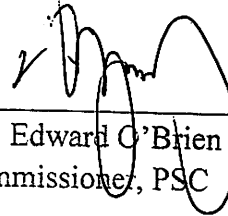
The Completed application must be received at the Public Service Commission by: 09th February, 2024

Issued by the Public Service Commission on this 26th January, 2024.



Mr. Michael Konelios
Chairman, PSC

Ms. Amenta Matthew
Commissioner, PSC



Mr. Edward O'Brien
Commissioner, PSC