

STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

Flsa:	Exp	Job code:	ACV38019
Job class code:	580	Salary schedule:	ASRRPPREV
Eeo category:	02	Grade:	20
Workers comp code:	8833		
Job code established:	01/06/87	Effective date:	
Job code revised:		Effective date:	

JOB CODE SERIES: Psychiatric Series

JOB CODE TITLE: PSYCHIATRIC PROGRAM EVALUATION SUPERVISOR

HRIS TITLE: PSY PRG EVLN SPV

WORK DESCRIPTION: supervises and directs the activities of subordinate staff involved in utilization review, quality assurance and program evaluation activities within a mental health facility; develops and implements data compilation, analysis and integration methodologies; conducts evaluations of program activities; reviews a variety of program/patient data to identify needs.

WORK ACTIVITIES: Devises a schedule of work or itinerary, agenda or time table, or establishes priorities for self and subordinate level workers on a daily or weekly basis.
Resolves technical or work procedure problems and questions presented by subordinate-level workers.
Instructs, guides and counsels subordinate-level staff in carrying out a variety of tasks.
Gathers information by interviewing various personnel concerning agency programs and activities; plans, interviews, determines, questions, analyzes responses.
Confers with clinical and nonclinical staff regarding findings of patient care evaluation studies.
Utilizes patients' records and medical charts to obtain clinical diagnosis, treatments and laboratory test results as a guide for further determinations and treatment
Collects data from previous weekly or monthly reports to compile data for quarterly or annual reports.
Confers with and advises staff members of the agencies utilization reviews and program evaluations, applying knowledge and skills of own technical specialty.
Confers with and advises administrators and staff in matters relating to medical records maintenance and control.
Writes inspection reports, makes recommendations related to program costs, methods and procedures.
Adjusts and revises forms used by the work unit as needed.
Compiles information for and writes periodic reports as work unit activities.
Performs related work as required.

WORK CONDITIONS: considerable interviewing of a variety of professional behavioral health staff members.

SUPERVISION: under the direction of the administrator, planning and evaluation, performs assigned duties, exercising considerable independent judgment within established program policies and procedures.

WORK RESULTS/PRODUCTS: completed review and evaluation of facility patient care programs, to include reports and recommendations; completed work schedules for subordinate staff; program evaluation and patient care analysis integrated into a jcah required quality assurance program.

RESPONSIBILITY: timely and accurate completion of all work activities assigned to the work unit; scheduling and assigning work activities to subordinate staff; evaluating and reporting on health care delivery systems.

AUTHORITY: approves and disapproves all work activities completed within assigned work unit; develops and implements program related policies and procedures; confers with various professional personnel to discuss individual patient's progress and overall program effectiveness.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Medicare, jcah and other applicable licensing standards; the methods, procedures and techniques used in analyzing individual patient and program information; principles and practices involved in developing and implementing data collection and analysis systems; federal and state statutes and agency regulations, policies and procedures governing admission and care of patients within a psychiatric facility; principles and practices of leadership and work management.

Skill/Ability to: apply the principles and practices of leadership and work management; analyze and interpret a variety of technical data to include programmatic and clinical patient information; establish and maintain work relationships; communicate verbally and in writing; compile data, analyze outcomes and record results; recognize patient relation problems based upon a review of medical records.