

Quality Coordinator Position Description Template

1. The title of this position should be one that indicates leadership, such as coordinator, manager, or director.
2. The following must be included in the description of the tasks:
 - Oversight of the planning, implementation, and evaluation of the DSMES service (at all sites, if there is more than one site in the DSMES service).
 - The following must be included in the qualifications for this position:
 - Academic and/or experiential preparation in program management
 - Academic and/or experiential preparation in the care of people with a chronic disease
 - Education requirements
 - License/Registrations/Certifications as applicable.

EXAMPLE

POSITION TITLE: Diabetes Quality Coordinator

DEPARTMENT: Outpatient Clinic

REPORTS TO: VP of Nursing

POSITION SUMMARY

The Diabetes Quality Coordinator (QC) is responsible for overseeing the day-to day operations of the DSMES service at all sites. The QC ensures that the National Standards for DSMES (NSDSMES) are met and maintained at all times.

DUTIES AND RESPONSIBILITIES

1. Oversees the planning, implementation, and evaluation of the DSMES service.
2. Coordinates the identification of DSMES stakeholders and liaises between the DSMES team members, the stakeholders, other departments and administration.
3. Monitors and facilitates maintenance of DSMES team members qualification (CE credits, training, competency, licensures, and registrations).
4. Ensures DSMES outcomes are tracked.
5. Ensures the DSMES service has a quality improvement projects underway at all times.
6. Completes the Recognition annual status report in the ERP portal in a timely manner.
7. Responsible for maintaining ADA Recognition and participating in the evaluation of the DSMES service's effectiveness.

QUALIFICATIONS

1. Required/expected academic preparation.
2. Required licenses, registrations, certifications for area of specialty.
3. Required experience in clinical practice.
4. Required experience in program management.

Revised per the 2022 NSDSMES 2/2022