

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 (NSDSMES) are met and maintained at all times.

DUTIES AND RESPONSIBILITIES

1. Oversees the planning, implementation and evaluation of the DSMES service.
2. Arranges and coordinates the activities of the Advisory Group.
3. Liaises between the DSMES team members, the Advisory Group, other departments and administration.
4. Monitors and facilitates maintenance of DSMES team members qualification (CE credits, training, competency, licensures, and registrations).
5. 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 2017 NSDSMES 9/2017