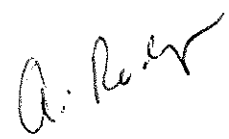


### Nueces County Job Description



**Job Title:** ADMINISTRATIVE RESEARCH DIRECTOR  
**Job Code:** 3229  
**Salary Level:** Pay Group H58  
**Class:** Non-Clerical  
**FLSA Status:** Exempt  
**W.C. Code:** 8832  
**NAICS Code:** 621498  
**Prepared by:** Sara Longoria  
**Date:** Created 6/26/2013  
**Approved by:**

**1<sup>ST</sup> DRAFT 6/26/2013 11:45 AM**  
**2<sup>nd</sup> DRAFT 7/1/2013 3:30 PM**  
**3<sup>rd</sup> DRAFT 7/3/2013 3:20 PM**

Date:

**SUMMARY:** In collaboration with various community stakeholders, will participate in a waiver to promote health care transformations, including improved access, quality, cost effectiveness, and coordination of services with the ultimate goal of continuously providing the best in evidence-based healthcare. Plans, manages, evaluates, and performs Public Health Nurse Practitioner services within the Health District.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

Provides administrative oversight and is responsible for the development, planning, implementation, and coordination of all 1115 Waiver grant protocol/research activities in accordance with federal, state, local, regional, and institutional requirements and objectives. Work involves establishing program goals and objectives. Developing program guidelines, procedures, policies, rules and regulations. Developing standards for achieving program goals and evaluating the Medicaid 1115 Waiver Program activities.

Manages all grant funds and allocation of funding of multiple projects. Ensures that all projects stay within budget and utilize funds appropriately. Manages and monitors financial budgets and activity of all grants and related accounts. Monitors and approves all grant related travel, expenses and salary expenditures. Is familiar with institutional policies and procedures related to grant fund allocation and appropriate use of grant funds.

Coordinates and supervises the recruitment, hiring, orientation, training, development, and evaluation of all staff directly involved in the 1115 Waiver initiatives.

Responsible for the development and facilitation of a 1115 Quality Improvement interdisciplinary team including the coordination of data management and reporting of 1115 measures and metrics in compliance with State and Federal regulations and other contractual obligations and requirements.

Effectively collaborates and communicates with members of an interdisciplinary health promotion team and various community stakeholders in leading Quality Improvement initiatives aimed at the promotion of Safe, Timely, Effective, Efficient, Equitable, Patient, and Population centered care.

Track progress, identifies barriers, and ensures all metrics and milestones for Delivery System Reform Incentive Payment Program (DSRIP) projects are met within the allotted Health and Human Services Commission (HHSC) timeframes by maintaining a close collaborative working relationship with the interdisciplinary team as well as other Region 4 performing providers, and DSRIP contractors and subcontractors.

Generates and disseminates informational reports, including key findings, to key stakeholders as well as the general public as needed by utilizing benchmarks to evaluate and analyze care delivery models for the purpose of improvement of system-wide outcomes.

Participate in and conduct quality improvement clinical/research protocols including subject recruitment, history, and physical examination as needed for subject eligibility and safety monitoring, education, and evaluation in accordance with federal, state, local, regional, and institutional requirements and objectives.

Provides age specific care to pediatric and adult persons, with or without diabetes mellitus and/or obesity, in a collaborative practice by using advanced competencies in history taking, physical examination, and interpretation of laboratory and related diagnostics tools for purposes of screening and safety assessment of subjects participating in clinical quality improvement initiatives and/or research studies. Care provided focuses on the management of diabetes, obesity, and risk identification, reduction, education and makes judgments relative to physical diagnosis and therapeutic management independently, using physician consultation where appropriate.

Evaluates clinical research to assess the merits of preventive measures, including screening tests, counseling, immunizations, and preventive medications and applies to clinical practice per protocol.

**SUPERVISORY RESPONSIBILITIES:** May directly supervise a clinic, public health nurses, community service aides, clinic aids, and/or other related personnel. Carries out any supervisory responsibilities in accordance with all applicable laws and regulations. Responsibilities may include: interviewing and hiring of employees; planning, assigning, and directing the work of employees; training employees; appraising employee performance; rewarding and disciplining employees; and addressing and resolving employee and/or patient complaints.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Any employee who drives a vehicle on official business must have driving record which meets standards set by the County and the County's insurer.

**EDUCATION AND/OR EXPERIENCE:** Requires a Doctorate degree specializing in the Healthcare field with experience with public health data research, project design, and outcome measure and evaluation models aimed at improving access to the effectiveness, quality and cost of primary care services, including clinical preventive services; or Nurse Practitioner with three years experience with public health data research, project design, and outcome measure and evaluation models aimed at improving access to the effectiveness, quality and cost of primary care services, including clinical preventive services or three years of experience working as a family nurse practitioner and/or a combination of the two.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Requires Valid Texas Family Nurse Practitioner national certification (usually through the American Nurses Credentialing Center or American Academy of Nurse Practitioners).

Must have a current Texas Class C driver license.

**LANGUAGE SKILLS:** Graduate school level ability to read, analyze, and interpret common medical, scientific and technical journals and publications. Ability to respond to common inquiries or complaints from patients, the community, regulatory agencies, medical community, and fellow employees. Ability to write presentations, articles, brochures for publication and protocols, standing doctor's orders, and various clinical policies and procedures in accordance with prescribed professional style and format. Ability to present and effectively communicate information to all levels of management and staff; the community and public groups; boards of directors; and media. Spanish speaking preferred but not required.

**MATHEMATICAL SKILLS:** Graduate school level ability to understand and calculate various mathematical concepts in medicine such as probability, statistics, fractions, percentages, decimals, metric system, ratios, proportions, dosages, and related concepts.

**REASONING ABILITY:** Graduate school level ability to define problems and requirements; collect data; compare and contrast concepts, ideas, and facts; establish facts; reason deductively and inductively; understand, interpret, and follow an extensive variety of technical instructions; think and comprehend abstract and concrete ideas and variables; and think creatively.

**OTHER SKILLS AND ABILITIES:**

1. Knowledge and experience in the delivery and organization of clinical care and healthcare systems.
2. Knowledge of the determinants of health and proficient in the implementation of evidence base practice for the improvement of clinical outcomes.
3. Knowledge of conceptual frameworks for evidence and practice change. Ability to research evidence and apply proven advanced practice principles to experiential learning and inter and intra professional collaboration for the improvement of outcomes to a healthcare population.
4. Experience in technical writing, quality management, quality improvement, and development of quality measures and plans. Must be capable of facilitating projects and data requests between key stakeholders professionally and proficiently.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk and hear. The employee is frequently required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms. Specific vision abilities required by this job include: close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes, airborne particles, and chemicals. Occasionally, patients may present with scabies, lice, mites, and other types of vermin to which the employee may be exposed. There is also the potential risk of exposure to blood-borne

pathogens. The noise level in the work environment ranges from moderate to loud. Clinics focusing on children are generally loud. The employee seasonally encounters extreme temperatures of heat; humidity and wetness; and insects such as mosquitoes. Occasionally the employee is required to work outside in open air locations and at other offsite locations.

**COMMENTS:** Employee is expected to understand and apply principles of universal precautions in handling potentially infectious materials, and is expected to understand and follow applicable laws and institutional protocols to minimize risk of exposure.

Employee is expected to agree to and comply with the Corpus Christi-Nueces County Public Health District Employee Immunizations Policy & Procedure.

Employee may be required to work evenings, nights, weekends, or holidays. In accordance with the Corpus Christi-Nueces County Public Health District's Essential Services Policy, employee must be available to work before, during, and after disasters such as hurricanes in order to provide essential services.