

# NON-STANDARDIZED

Ref: He: 51/56/1 Vol. I- Temp I	
<b><u>JOB DESCRIPTION</u></b> <b>CONTRACTUAL POSITION</b>	
<b>JOB TITLE: Clinical Auditor</b>	
<b><u>JOB SUMMARY</u></b> Collaborates with the Quality Systems Auditor to monitor and evaluate the quality of care related to women's health delivered by clinicians in public health institutions. The incumbent will ensure that existing clinical audit standards and procedures in the public health institutions are best practice according to international standards. He/she will execute clinical audits with the aim of identifying gaps and recommend changes to clinical practices to ensure that optimum care is delivered to patients.	
<b>REPORTS TO:</b>	Manager, Medical Research and Audit
<b>SUPERVISION GIVEN TO:</b>	Research Specialist
<b>DUTIES AND RESPONSIBILITES:</b>	
<ul style="list-style-type: none"><li>✓ Conducts meetings with internal and external stakeholders to identify existing clinical audit practices</li><li>✓ Collaborates with the Quality Systems Auditor to establish frameworks in keeping with international best practices</li><li>✓ Executes clinical audits at public health institutions</li><li>✓ Creates and maintains a clinical audit database for the Directorate of Women's Health</li><li>✓ Provides data to the Quality Systems Auditor for review and inclusion in monthly report</li><li>✓ Coordinates project steering group meetings: establish agendas, contact members, arrange venues, and other related tasks</li><li>✓ Assists public health institutions/units with the development of an audit framework and schedule in keeping with the policies for the Directorate of Women's Health</li><li>✓ Gives guidance/feedback in the application of guidelines relative to local clinical practice to public health care professionals in the form of training, workshops, and stakeholder meetings</li></ul>	

- ✓ Establishes and maintains coding databases in alignment with international best practice policies
- ✓ Reviews and processes all claim edits in various coding databases and utilizes international best practice guidelines to resolve issues inclusive of missing, invalid or incorrect data
- ✓ Reviews and interprets operational and clinical information from a variety of sources such as recordings of emergency telephone calls and patient records and determines whether clinical guidelines are being followed
- ✓ Undertakes quality assurance of data for clinical audit projects, and checks for accuracy of data entered and ensures completeness
- ✓ Assists in the development of recommendations aimed at changes to clinical practices and procedures
- ✓ Ensures that clinical audit databases are kept up-to-date by monitoring the progress of public health care institutions' clinical audit projects and the implementation of recommendations from previous clinical audits
- ✓ Promotes and contributes to activities which increase effective operational input into clinical audit and research at public healthcare institutions
- ✓ Prepares clinical audit reports for review by the Manager, Research and Audit and distribution to internal and external stakeholders
- ✓ Perform other related duties as assigned

**KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE:**

- ✓ Knowledge of protocol procedures in the Health Sector
- ✓ Knowledge of local clinical practice
- ✓ Knowledge in conducting and assessing clinical audits
- ✓ Knowledge of the standards applicable to clinical practice.
- ✓ Knowledge of and ability to use both qualitative and quantitative research methods

<p><b>SKILLS AND ABILITIES:</b></p>	<ul style="list-style-type: none"> <li>✓ Advanced skills with Microsoft applications which may include Outlook, Word, Excel, PowerPoint or Access and other web-based applications.</li> <li>✓ Ability to produce complex documents, perform analysis and maintain databases</li> <li>✓ Basic statistical skills and analysis of data (complete frequencies, distributions and percentages and display these as graphs and charts)</li> <li>✓ Excellent communication, presentation and networking skills.</li> <li>✓ Ability to establish and maintain effective working relationships with internal/external partners.</li> <li>✓ Maintains strict patient and physician confidentiality</li> </ul>
<p><b>MINIMUM EXPERIENCE AND TRAINING:</b></p>	
<ul style="list-style-type: none"> <li>✓ Bachelor of Science Degree in Nursing</li> <li>✓ Current registration with the Nursing Council of Trinidad and Tobago</li> <li>✓ Training in clinical auditing techniques with specific focus on Women and Maternal Health</li> <li>✓ Two (2) to three (3) years of experience in a Public Health environment</li> <li>✓ Post Graduate Certificate in Clinical Auditing or similar qualifications would be an asset</li> </ul> <p style="text-align: center;"><b><u>OR</u></b></p> <ul style="list-style-type: none"> <li>✓ Any equivalent combination of experience and training</li> </ul>	