

Nassau County

The County of Nassau is seeking candidates for the position of Inmate Health Care Contract Administrator for the Department of Corrections.

### **Job Summary**

The Nassau County Correctional Center (NCCC) Inmate Health Care Contract Administrator monitors and evaluates the NCCC Inmate Health Care Contractor for quality assurance processes including those supporting compliance to regulatory and National Commission on Correctional Health Care (NCCHC) accreditation standards for jail based health services. The Inmate Health Care Contract Administrator analyzes and reports on a variety of data to assess the quality and appropriateness of care and treatment of inmates and provides oversight in the allocation and utilization of program resources.

The Nassau County Correctional Center (NCCC) Inmate Health Care Contract Administrator supports the development and implementation of quality assurance measurements and audits. The Inmate Health Care Contract Administrator will approve and document implementation of a written, comprehensive Continuous Quality Improvement Plan developed by the Inmate Health Care Contractor.

### **Essential Duties and Responsibilities**

- Assesses the NCCC Inmate Health Care Contractor metrics and performance targets to evaluate compliance with New York State Commission on Corrections regulations, National Commission on Correctional Health Care (NCCHC) standards, and best practices standards related to medical management, and NCCC contractual requirements.
- Informs the NCCC Sheriff, or his/her assigned designee, on the quality assurance plan, related activities and measures to meet the objectives of the plan, evaluation of the plan and the specific improvement actions implemented to meet regulatory and accreditation requirements.
- Utilizes quality assurance and quality improvement evaluation methodologies for measurement of contract compliance. Reviews the minutes and reports of the Inmate Health Care Contractor's Quality Improvement Committee (QIC) and Subcommittees.
- Analyzes the Inmate Health Care Contractor's Utilization Management Program reports to evaluate resource allocation, quality of services and cost efficiencies.
- Identifies through the analysis process a summary of issues and/or policies that have the potential to negatively impact clinical outcomes and/or the delivery of quality healthcare.

- Audits the trainings and certifications/licensure of health care contractor staff to ensure compliance with the NCCC contract and State, and Federal regulatory and accreditation standards.
- Collaborates in the implementation, monitoring and reassessment of quality improvement plans. Maintains working knowledge of health care related regulations standards as pertinent to the NCCC.
- Monitors the Inmate Health Care Contractor staff and provider partners in the development of appropriate action plans to improve quality of health care delivery, identifying trends and emerging issues, and conducting focused examination of conditions requiring correction.
- Maintains documentation related to oversight including schedules/calendars of audits and monitoring activities, and electronic and/or paper copies of audits and follow-up activities.
- Establishes/maintains good relationships with the Inmate Health Care Contractor and NCCC leaders to promote a cooperative and constructive environment for improvement.
- Monitors and evaluates all aspects of facility inmate healthcare including, but not limited to, inmate medical care, inmate mental health care, and inmate dental care.
- Other duties as may be assigned.

### **Job Requirements**

**Education:** Bachelor degree in Nursing from an accredited School of Nursing. Masters' Degree preferred.

**Licensure/Certification:** Registered Nurse with current licensure in New York State. CPHQ certification preferred (Certified Professional in Healthcare Quality)

### **Experience:**

Three years of nursing experience in nursing or healthcare required, with a minimum of two years of experience in chart auditing/review in a health care setting.

Experience in Quality Assurance Plan development and implementation and managing oversight activities or quality assurance activities in a health care setting.

Knowledge of New York State Commission on Correction, the National Commission of Correctional Health Care, and other applicable regulatory requirements.

NCQA accreditation experience preferred.

Computer experience should include Microsoft Word, Excel, PowerPoint and Outlook at the intermediate level, at a minimum. Excellent written and verbal communication skills and the ability to pay close attention to detail required. Must be flexible and able to adapt to delivery of services in a correctional center setting.

For consideration, please send resume, cover letter and salary requirements to: [jobs@nassaucountyny.gov](mailto:jobs@nassaucountyny.gov), with "IHCA" on subject line.

Salary commensurate with experience.

Competitive benefits package including participation in The New York State and Local Retirement System (NYSLRS)

Nassau County Residency Preferred.

EOE/MFDV

PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY OTHER NON-MERIT FACTOR