



Job Code: 9260

Grade: 21

HCWR: N

Job Title

Stroke Program Quality Project Manager

Department

Neurosciences/Medicine

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

Under supervision, Stroke Program Quality Project Manager provides administrative support for the Cook County Health Stroke Program. Works collaboratively members of the Stroke Program, its affiliate clinical programs, department leadership and division leadership to support program and organization goals while fostering a collegial environment. The position is responsible for clinical and operational data collection and reporting and assures all are processed accurately and timely. The individual exemplifies the Cook County Health mission, vision and values and acts in accordance to Cook County Health policies and procedures.

Typical Duties

- Participates in the development, implementation, and analysis of Cook County Health Stroke Program's clinical processes, programs and projects that are designed to support the Stroke Program or other related initiatives.
- Collects, tracks, analyzing data, identifies new programs/processes, and/or proposes changes to existing programs and processes. Reports findings and makes recommendations as need to support the growth and development of the Stroke Program to maintain and achieve performance standards.
- Prepares project memos, reports, and presentations providing updates and strategies.
- Develops or coordinates a wide range of written communication material and presentations.
- Monitors programmatic projects for the Stroke Program and any other initiatives.
- Incorporates best practices, internal policies, security and regulatory policies into the project as needed; ensures all regulatory requirements are in compliance including Joint Commission standards for the Stroke Program.
- Communicates with management, sponsors, stakeholders, and the Stroke Program team.
- Performs other duties and/or projects as assigned.

Minimum Qualifications

- Bachelor's degree from an accredited college or university
- Three (3) years in project management or quality administration
- Two (2) years of experience in data management, statistical analysis and maintaining databases
- Proficiency utilizing Microsoft Office (PowerPoint, Word, Excel)

Preferred Qualifications

- Master's in Business Administration
- Three (3) years in project management or quality administration in a healthcare environment
Previous experience with Neurology and Stroke



Preferred Qualifications

- Previous project management experience

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of project management and workforce issues
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Strong evidence-based analytical approach to problem solving
- Ability to synthesize information, formulate and implement proposals for change
- Ability to objectively evaluate results and make practical recommendations
- Strong consensus building and facilitation skills
- Ability to take initiative, work with or without direct supervision
- Self-directed proficiency with Microsoft Word, PowerPoint Access, Excel and other data analysis tools and methodologies required for data gathering, analysis and presentation
- Ability to facilitate diverse groups by both eliciting and presenting data and ideas
- Highly organized to effectively plan, track, evaluate and follow-up on multiple projects
- Ability to provide a high level of customer service
- Ability collaborate and problem solve with diverse groups of colleagues, peers, partners and patient groups
- Ability to extract data from the electronic medical record accurately and in a timely fashion

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.