

Risk Manager Job Description

Job Title – Risk Manager	Reports to: Pathologist	
Job Code-	Overtime Status: X Exempt (not eligible) _ Non-Exempt(eligible)	
Department – Pathology	Prepared by:	Date:
Facility -	Approved by:	Date:
<p>Job Summary The incumbent will be responsible for the risk management of the hospital. The incumbent will carry-out her/his duties by adhering to the highest standards of ethical and moral conduct, acts in the best interest of XXX Hospital, and fully supports the mission, vision, and values of XXX Hospital. The incumbent will have knowledge of health care systems, and have demonstrated ability to interact, relate to, work with, and support the activities of a diverse workforce.</p>		
<p>Supervises</p> <ul style="list-style-type: none"> • None 		
<p>Primary Responsibilities</p> <ul style="list-style-type: none"> • Handles potential/actual professional and clinical claims including the performance of record reviews and staff investigations • Collaborates with physicians, legal department, and health care staff • Interacts with patients and patient’s family members • Serves as a coordinator for resolution of general liability, property and theft claims • Works on an “on call” basis at times when emergencies arise • Engages in ongoing development of patient safety education for hospital staff • Resolves conflict proactively 		
<p>Other Responsibilities</p> <ul style="list-style-type: none"> • Attends staff meetings • Attends safety workshops • Assists with facilitation of hospital safety drill 		
<p>Education/Certifications/Licenses</p> <ul style="list-style-type: none"> • Bachelor’s degree in health care management • Master’s degree in clinical science preferred • BLS training • Certified as risk management professional (CRMP) 		
<p>Experience</p> <ul style="list-style-type: none"> • Required - 3 years experience as a risk/patient safety manager • Preferred - 3 years experience as a risk/patient safety manager with management duties preferred 		
<p>Special Skills/ Equipment</p> <ul style="list-style-type: none"> • Proficient in Microsoft Office • Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred 		
<p>Contacts</p> <p>Internal patients, providers, staff, and volunteers</p> <p>External patients, providers, vendors, community agencies, and advocates and regulatory agencies</p>		
<p>Physical, Mental Demands/Working Environment <i>Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.</i></p>		

Risk Manager Job Description continued

General Activity	Number of Hours				
	None	1-2	2-4	4-6	6-8
Drive	X				
Sit			X		
Stand			X		
Walk			X		
Motion	Up to 1/3 of shift		1/3 or more of shift		
	Bend				
	Squat				
	Crawl				
	Climb				
	Reach	X			
	Lift	X			
	Carry	X			
	Push	X			
	Pull	X			
	Twist	X			
Turn	X				
Use of Hands and Feet	Gross Motor Function		Precise Motor Function		
	Right Hand	X			
	Left Hand	X			
	Right Foot	X			
Left Foot	X				
Weight Lifted/Force Exerted	Up to 1/3 of shift		1/3 or more of shift		
	Up to 10 pounds				
	Up to 25 pounds				
	Up to 50 Pounds	X			
	Up to 100 pounds				
More than 100 pounds					
Body Fluid Exposure	No		Yes <u>XXX</u>		
Mental Demands	YES		YES		
	Attention Span	X	Memory		X
	Concentration	X	Patience		X
	Conceptualization	X	Problem Solving		X
Influence People	X	Relate to Others		X	
Working Environment	YES		YES		
	Indoor	X	Loud Noise		X
	Outdoor		Fumes		
	High Temperatures	X	Confined Areas		X
Low Temperatures	X	Radiation Area			

List any other physical requirements: [type here]

Disclaimer

NAME OF HOSPITAL GOES HERE does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

Employee-Print Name and Date

Employee Signature

Supervisor-Print Name and Date

Supervisor Signature