

**YALE-NEW HAVEN HOSPITAL  
Performance Appraisal**

Last Revision:

TITLE: Patient Safety Nurse

CODE:

DEPARTMENT: Legal Affairs/Risk Management

CLASSIFICATION:

**SUMMARY**

Reports to the Director of Legal Affairs/Risk Management.

In cooperation with the Executive Director, Women's and Children's Services, and the Medical Director, Clinical Obstetrical Services and their staffs, collects, evaluates, analyzes and reports data required for clinical service quality evaluation. This role requires review of patient medical records, relevant staff interviews, and appropriate documentation. Provides guidance to employees, managers, supervisors, department heads and administration about these processes. Has prescriptive authority to assess, identify, evaluate, and monitor risks and hazards identified through data collection. Examines audit trails of CCSS records in selected cases. Performs chart reviews and audits to support investigations being undertaken within the Hospital and/or requested by state, federal and/or local regulatory authorities for the obstetrical service. Provides analysis and input to leadership about trends and results of analyses; participates in the development of action plans and implementation of recommendations.

## **POSITION DUTIES AND RESPONSIBILITIES**

### **Sentinel Event and Adverse Event Report Case Analysis**

Reviews patient-related call documentation, medical records and other sources to identify possible sentinel event and actual and potential adverse events for investigation.

As necessary and in cooperation with the Medical Director, Clinical Obstetrical Services or his designee, conducts sentinel event and adverse event report investigation. Reviews medical records, interviews staff, examines equipment, and coordinates documentation of the investigations. Participates in filing the reports, participates in development of action plans and tracks progress. In cooperation with Quality Improvement, maintains a list of recommendations that have been made after these investigations; tracks institutional progress in correcting systematic problems. If sentinel event or adverse event analysis is done by others, tracks the completion of those reports.

Assists the Legal Office and Quality Improvement in acquiring documents, fetal monitor strips and other data on designated cases that are already undergoing analysis (not for cases in current litigation).

### **Loss Prevention and Analysis**

Contributes substantively to the prevention of acts or omissions by health care providers and staff that give rise to potentially avoidable injuries to patients, staff and others.

Specifically, works on the obstetrical units with the Patient Service Manager and the Medical Director, Obstetrical Clinical Services to collect designated data. Attends and participates (if appropriate) in obstetrical morbidity and mortality case review, peer reviews and grand rounds.

Assists in the analysis of the Units (labor and birth, maternal special care and others) to determine adherence to national standards for patient evaluation and care.

Conducts daily chart review to collect data on designated patients with potential risk or on patients with designated outcomes such as uterine rupture, infant meconium aspiration and others. This data collection will initially be done on cases with agreed-upon outcomes, but will also occur on risk cases that the nurse identifies as near misses.

Collaborates with the staff so that the process of data collection and analysis is not seen as a punitive approach, but is viewed as a collaborative effort to identify patient safety and quality of care trends and issues.

Data collection and analysis may also include data from Bridgeport Hospital and Greenwich Hospital in designated risk areas. Collaborates in this data acquisition with the Risk Managers at the respective Hospitals.

Maintains and accesses information, individual and aggregate, from the Hospital's professional and general liability database, and from the Hospital's electronic incident reporting system. Using the report-writing software associated with these systems, calculates, analyzes and prepares selected service-specific reports to be used to focus patient safety and other Hospital efforts to minimize patient, staff, employee and visitor risk.

Audits selected services and medical records for adequacy of documentation and other risk related matters (such as presence of surgical consent, procedure consent, etc).  
Enters collected data into designated database.

Analyzes data; reports appropriate data at agreed upon intervals, at least monthly. Participates in the discussion of the data, trends and recommendations developed as appropriate.

Reviews relevant patient safety obstetrical literature and standards to contribute to the development of best practice guidelines.

In association with legal staff, provides risk management input into relevant Hospital and clinical policy and procedure development relevant to the obstetrical service.

### **Consultation/Interdepartmental Liaison Activities**

Maintains communication with Medical Director, Quality Improvement.

Maintains communications with Patient Services staff to monitor policy and practice changes and provide risk management input.

Consults and cooperates with Risk Management and legal staffs elsewhere in the System to ensure as much as possible consistency in the application of risk management policies.

Meets weekly with the designated Patient Service Manager about data collection, staff issues and other matters

Meets regularly with Medical Director, Obstetrical Clinical Services to discuss process and data.

Meets as needed with the Executive Director, Women's and Children's Services.

### **Other Departmental Activities and Responsibilities**

Maintains the confidentiality of patient medical records and Hospital electronic systems as per department and Hospital policy.

Performs other job-related duties as requested by the Director.

**POSITION SPECIFICATIONS  
YALE-NEW HAVEN HOSPITAL**

POSITION TITLE: Patient Safety Nurse

POSITION CODE: CLASSIFICATION:

POSITION REPORTS TO: Director Legal Affairs/Risk Management

FLSA STATUS: Non-exempt MEDICAL CATEGORY:

VACATION GROUP: HOSPITAL OVERTIME: Eligible

NLRA CODE:

**I. REQUIREMENTS:**

**Education** (that amount of formal education normally required to perform the duties of the position): Graduation from an accredited school of nursing with a Bachelor's of Science in Nursing. Licensed as a Registered Nurse in the State of Connecticut. Graduation from an Advance practice Nursing program preferred.

**Experience** (number of years and type required to meet an acceptable level of performance): Seven (7) or more years experience as a nurse, preferably at an academic medical center. Significant past obstetrical nursing, obstetrical CNS or APRN experience required.

**Special Skills:** Demonstrated excellent interpersonal, organizational, and customer service skills. Must be self-motivated and have the ability to exercise independent judgement in the day-to-day work routine. Must have excellent verbal and written communication skills. Must have demonstrated knowledge of JCAHO standards and obstetrical standards of practice. Must be able to plan, coordinate, implement and evaluate multiple facets of risk management and patient safety. Demonstrated ability to collaborate and work as part of a team. Must be experienced with internal public speaking. Qualitative and quantitative skills desirable. Able to handle stressful situations and be flexible. Must have a willingness to learn and apply knowledge.

**Accountability** (how this position is held accountable for such goals as achievement, budget adherence, or other areas of accountability): Position interacts both internal and externally with wide variety of personnel, Hospital and non-Hospital. Recommendations and reports will be evaluated and used to make modifications to Hospital policy, procedures and/or programs.

**Complexity** (describe planning, problem-solving, decision-making, creative activity or other special factors inherent in the responsibilities of this position): Reviews state and federal statutes and regulations, JCAHO standards, professional literature and other sources to evaluate and improve risk management and patient safety practices. Works to improve compliance with relevant standards. Assists with departmental decision-making and problem-solving.

II. **INFORMATIONAL:**

**Special working conditions and physical activities:** Position duties and responsibilities may require prolonged standing and walking; use of sight, hearing and touch.

Scope of Supervision: # Supervised Directly: N/A  
# Supervised Indirectly: N/A

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Department Approval Date

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Human Resources Approval Date

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Administrative Officer Approval Date

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07/15/03

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