

Michigan Hospital Medicine Safety (HMS) Consortium
Clinical Data Abstractor
Sepsis Position Description



The Clinical Data Abstractor (CDA) for the HMS Sepsis Initiative is responsible for collecting, analyzing, and reporting clinical data elements on eligible cases as required for participation in the [Michigan Hospital Medicine Safety \(HMS\) Consortium](#), a Blue Cross Blue Shield of Michigan-funded Collaborative Quality Initiative (CQI).

The CDA will work under the supervision of their respective on-site hospital supervisor and collaboratively with the HMS Coordinating Center staff to develop and implement standard practices, policies, and procedures that support effective and efficient capture of data that are valid and reliable.

Specific Job Responsibilities include:

Data Collection and Reporting:

- Independently manage case abstraction load for the [Sepsis Initiative](#) and report data to HMS according to established standards and deadlines
- Abstract qualitative and quantitative data from the institution's medical record into the HMS database registry for qualified hospital medicine cases
- Complete accurate follow up with patients via phone or electronic methods at 90 days post-discharge (when applicable)
- Work closely with IT departments to develop, maintain, and streamline technology processes in accordance with HMS requirements
- Use abstracted data to run reports and inform quality improvement work at the local level
- Identify opportunities to effectively present HMS data to relevant groups or meetings (for example Vascular Access Committees, Infection Prevention, Quality Management, etc.)
- Prepare for and be available for site audits conducted by the HMS Coordinating Center, resolve data discrepancies, and respond to the HMS Coordinating Center in a timely fashion
- Work under the supervision of their respective on-site hospital supervisor and collaboratively with the HMS Coordinating Center staff to develop and implement standard practices, policies, and procedures that support effective and efficient capture of data that are valid and reliable

Quality Improvement:

- Actively engage in HMS activities and identify opportunities to improve the quality of care for the hospitalized medicine patient by working with physicians, nurses, other clinicians, and administrators to develop strategies to improve performance
- Facilitate HMS Quality Improvement Initiatives and implement best practice recommendations as required for the Blue Cross Blue Shield of Michigan (BCBSM) Pay for Performance (P4P) Index
- Act as a resource regarding the consortium within the institution, as well as maintaining regular contact with the HMS Physician Champion(s) and other members of the team at the institution regarding HMS initiatives and requirements

HMS Participation:

- Successfully complete the HMS Sepsis Initial Training, including pre-training modules, full day training, and post-training practice cases and modules
- Attend Tri-annual Collaborative Wide Meetings (virtual for March, off-site for two others in July and November) and Monthly Conference Call Webinars for maintenance of education on changes and progress in the HMS initiatives

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Competencies:

- **Clinical Knowledge (35%):** The ability to collect data and identify areas for quality improvement requiring clinical knowledge and understanding of patient care. The candidate should be skilled in understanding and interpreting clinical data.
- **Quality Improvement Knowledge and Experience (35%):** The ability to successfully communicate and collaborate with multidisciplinary teams to implement data-driven quality improvement initiatives and programs.
- **Computer Proficiency (20%):** The ability to learn and utilize new software and web applications for manual data entry and report generation.
- **Hospital Systems/Departmental Knowledge (10%):** Experience with the ability to locate and gather information in a complex hospital system through various sources such as medical records, billing and coding departments, and direct patient contact.

Desired Job Qualifications:

- Knowledge of or experience in the delivery of patient care, which is consistent with a clinically-relevant healthcare Bachelor's degree as well as 3 years' clinical healthcare experience or experience in analyzing and interpreting process, clinical outcomes and costs of care.
 - A clinically relevant healthcare Associate's degree plus significant years of clinical experience may be considered
 - Clinical nursing experience in adult medical-surgical population is preferred
- Quality Improvement:
 - Experience with quality improvement or patient safety is preferred
 - Ability to facilitate the implementation of HMS Quality Initiative goals and best practices
- Technological Skills:
 - Computer proficiency is required, specifically with hospital-specific Electronic Medical Records, email, Microsoft Office suite, Adobe, and other web-based technology applications
- Additional Skills:
 - Excellent written and verbal communication
 - Clinical chart review, abstraction, and/or data entry experience is recommended
 - Excellent attention to detail
 - Ability to work independently as well as part of a multidisciplinary team