



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
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JIM REDDOCH, J.D.
COMMISSIONER

**REVISED ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Registered Nurse III **NUMBER:** 13-37
(MHSA Division Standards and Accreditation Nurse)

JOB CODE: N4500 **DATE:** 01/03/2014

SALARY RANGE: 78 (\$47,757.60-\$72,686.40) **PCQ#:** 8813388

JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36130-1410

QUALIFICATIONS: Graduation from an accredited school of nursing and four years' experience as a Registered Nurse, including two years' experience in a supervisory capacity, **Or**, Bachelor's Degree in nursing and three years' experience as a Registered Nurse, including two years' experience in a supervisory capacity; **Or**, Master's Degree in nursing, including one year experience in a supervisory capacity.

Preferences may be given for experience in the following areas:

- *Knowledge of CMS Conditions of Participation for psychiatric hospitals*
- *Knowledge of The Joint Commission (TJC) Hospital Standards*
- *Experience in psychiatric nursing including mental health and substance abuse in inpatient and outpatient settings*
- *Experience in performance improvement processes for inpatient and outpatient settings, addressing medical/clinical care, medication errors, and other consumer treatment and safety issues*

NECESSARY SPECIAL QUALIFICATIONS: Possession of license to practice nursing as issued by the Alabama Board of Nursing. **Ability to travel extensively for day trips and occasionally for overnight trips (up to 70 percent).**

KIND OF WORK: This is professional work in support of efforts to develop systems to ensure that the MI Division Facilities maintain compliance with all required regulatory requirements, accreditation standards, licensure and certification requirements, and MHSA Division policies relating to patient care and performance improvement. This position is responsible for developing an ongoing organized process to remain updated on current standards and regulations related to the Joint Commission, CMS, and NRI for the Division of Mental Health and Substance Abuse Services Facilities and to disseminate pertinent standards changes and/or new standards and regulations (applicable to MI Facilities) in a timely manner.

Additionally, this position is responsible for organizing, directing, and coordinating mock surveys and a monitoring process that includes a frequent travel requirement (70 percent) to all MI Facilities so that compliance with Joint Commission Accreditation Standards, Departmental Standards, and CMS Regulations are evaluated and recorded as site visits occur and plans of correction are developed and accepted. Additional responsibilities include tracking facility response / correction of deficiencies cited which includes frequent onsite presence at the facilities to assess implementation of (ESCS) evidence of standards compliance, plans of correction for deficiencies cited by the Department of Mental Health Mock Survey Teams, Joint Commission, CMS, MI Division consultants, and other certifying / regulating bodies so that deficiencies can be remedied.

This position may also be involved in performance improvement related activities in our certified substance abuse community providers. Using nursing experience, quality indicators will be monitored for the purpose of identifying trends and opportunities for improvement with the goal of improving patient outcomes.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of the Joint Commission Hospital Standards is required. Knowledge of CMS regulations and Conditions of Participation for psychiatric hospitals is required. Knowledge of quality improvement and monitoring systems is required. Ability to communicate and work effectively with employees at all levels of the organization. Ability to express ideas clearly and concisely both orally and in writing. Ability to follow through with assignments in an independent manner with minimal direction. Ability to use a personal computer to access databases and other appropriate software to analyze information and other aggregate data. Ability to independently produce written reports using Microsoft word and a PC. Ability to utilize Excel spreadsheets to analyze and track basic data trends.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official *Application for Professional Employment* (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: Until Filled