



Director, Hospital Compliance, Office Of Compliance Job Description

JOB INFORMATION

| | |
|--------------------------|---|
| <i>Job Code:</i> | 133507 |
| <i>Job Title:</i> | Director, Hospital Compliance, Office Of Compliance |
| <i>FLSA Status:</i> | Exempt |
| <i>Supervisory:</i> | May oversee student and/or temporary workers. |
| <i>Job Family:</i> | Compliance Office |
| <i>Job Family Group:</i> | Compliance |
| <i>Management Level:</i> | 4 Administrator |

JOB SUMMARY

Designs, implements, and maintains a comprehensive and effective Hospital Compliance Program intended to support the University Code of Conduct and to prevent, detect and respond appropriately to violations of law and applicable healthcare regulations. Coordinates compliance activities with the hospital senior administrative team and with the University Office of Compliance. Investigates reports of alleged violations, wrongdoing, etc. Provides technical expertise to hospital management, hospital staff and faculty physicians regarding hospital compliance issues. Ensures program implementation of all elements of an effective hospital compliance program. Assists with compliance enforcement and discipline. Ensures efforts will be consistent with the government's compliance program guidance for Hospital Compliance. Fosters within the hospital a culture that promotes integrity and ethical behavior in all matters. Serves as a member of the senior management team of the Hospitals and works closely with the CEO of USC University Hospital and Norris Hospital and other members of the hospitals' management team. Chairs the Hospital Compliance Committee. Reports directly to the Healthcare Compliance Officer in the USC Office of Compliance.

JOB QUALIFICATIONS:

Education

| <i>Req</i> | <i>Pref</i> | <i>Degree</i> | <i>Field of Study</i> |
|------------|-------------|-------------------|-----------------------|
| X | | Master's degree | |
| | X | Juris Doctor (JD) | |

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

| <i>Req</i> | <i>Pref</i> | <i>Work Experience</i> | <i>Experience Level</i> |
|------------|-------------|------------------------|-------------------------|
| X | | 10 years | |

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

| Req | Pref | Functional Skills |
|-----|------|---|
| X | | Directly related experience dealing with healthcare compliance and/or regulatory issues. |
| X | | Degree in Nursing, Public Health or Health Administration. |
| X | | Certification in Healthcare Compliance. |
| X | | Proven success in the implementation/management of a hospital compliance program. |
| X | | Knowledge of applicable federal, state and local laws, regulations and policies. |
| X | | Demonstrated strong interpersonal skills to deal effectively and tactfully with people at all levels. |
| X | | Demonstrated ability to communicate effectively, both verbally and in writing. |
| X | | Demonstrated strong planning and problem-solving skills. |
| X | | Detail and deadline oriented. |
| | X | Experience working with or in an academic medical center environment. |
| | X | Hospital compliance and/or regulatory hospital operations experience. |

Other Job Factors

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

JOB ACCOUNTABILITIES

| | % Time | Essential | Marginal | N/A |
|--|--------|-----------|----------|-----|
| Develops, implements and maintains a comprehensive hospital compliance program that includes: training, policies, monitoring, auditing, reporting and enforcement. Ensures program fully addresses all elements of an effective compliance program and serves to promote compliance by employees and medical staff with the university Code of Conduct, Standards and policies. | | | | |
| Develops a communication plan for management, employees and medical staff that promotes knowledge of the Hospital Compliance Program and the resources available through the Hospital Compliance Program. Provides technical expertise to hospital management, hospital faculty physicians, and staff regarding compliance issues. | | | | |
| Collaborates in a proactive manner with the Hospitals' Chief Executive Officer and his/her senior management team regarding compliance risks, controls and new developments in hospital related compliance laws and regulations. Provides subject matter expertise and recommends responses/procedures related to the laws, regulations, and program guidance for Medicare, Medi-Cal and other regulated payers. Coordinates compliance activities with the hospital senior administrative team and the university Office of Compliance. | | | | |
| Works cross functionally with the hospitals' risk management, continuous quality management, case management and revenue cycle management teams to proactively identify risks and to respond to identified issues. | | | | |
| Manages effective mechanisms by which individuals may report alleged violations of the hospital compliance program including responding to hotline calls and other reports of possible compliance violations. | | | | |
| Coordinates hospital audit plan design and performance with Audit Services and Hospital Senior Management Team. | | | | |
| Leads and coordinates responses to and resolutions of external investigations and audits of the hospitals by government agencies and payers. | | | | |
| Conducts at the request of the Office of the General Counsel investigations of reports of hospital compliance violations, wrongdoing, etc. Makes recommendations for corrective action, as appropriate. Assists with compliance enforcement and discipline. | | | | |
| Develops strategic responses to government inquiries with the Office of Compliance and the Office of General Counsel. | | | | |
| Maintains currency with university policies, applicable state, federal and local laws, regulations and policies. Implements university compliance policies pertaining to HIPAA privacy and security regulations, affirmative action in employment and information security. | | | | |

Other Requirements

| <i>Essential:</i> | <i>Emergency Response/Recovery</i> | <i>Essential:</i> | <i>Mandated Reporter</i> |
|--|--|-------------------|---|
| | In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed. | | A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/ |
| <i>Campus Security Authority (CSA)</i> | | | <i>Essential:</i> |
| By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/ | | | Yes |

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.