



Winnebago County
The Wave of the Future

JOB POSTING

POSITION TITLE: RN Quality Assurance Supervisor

LOCATION: Park View Health Center

HIRING RANGE: \$85,789 – 95,321/Yr.

STATUS: Full time

HOURS PER WEEK: 40

WORK HOURS: Salary

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Internal Department Transfer Form](#). Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION *April 2025*

POSITION TITLE: RN Quality Assurance Supervisor

DEPARTMENT: Park View Health Center

PAY BASIS: Salaried

PURPOSE AND SUMMARY:

Plans, organizes and coordinates all elements relating to Quality Assurance Performance Improvement within Park View. To ensure that each resident receives the necessary care and services in an environment that maintains their highest practicable quality of life.

ESSENTIAL FUNCTIONS:

1. Manages the facility's Quality Assurance Performance Improvement (QAPI) program. Facilitates and leads the facilities performance improvement plans and assists in the development, implementation, and monitoring of Nursing Department policies and procedures to ensure compliance with Federal and State nursing home regulations.

2. Provides oversight and management of facility wide audits and monitoring of regulatory compliance throughout Park View, including review of MDS completions prior to submission. Implements processes for improvement based off audit results. Reviews policy and procedures to ensure they are up to date with current standards or practice, guidance and CMS Federal Regulations and provides appropriate education necessary with changes in policy. Provides in the moment, coaching, training, education, follow up for performance improvement.
3. Organizes, distributes, and delegates work to subordinates fairly and impartially. Provides clear and appropriate direction to employees. Provides training and coaching to subordinates. Ensures the staff has the resources and flexibility to perform, improve, and learn in their jobs. Keeps open communication with subordinates, listens to them, and provides feedback. Positively motivates, mentors, and leads employees. Provides appropriate and timely performance evaluations for all subordinates.

ADDITIONAL ESSENTIAL DUTIES:

1. Plans and facilitates the nursing department Mentor Program and Retention Committee in conjunction with program chairs to support retention initiatives.
2. Assumes management responsibilities of the Nursing Department in the absence of the Director of Nursing (DON), including supervision and oversight of operations.
3. Serves as back-up to both the Infection Preventionist and Staff Development Coordinator, including support during CNA courses, staff orientation, education, outbreaks and medication error follow-up.
4. Assists in planning, development, implementation, and evaluation of nursing service policies and procedures, ensuring compliance with state and federal regulations.
5. Monitors quality measures, implements improvement plans, and completes Performance Improvement Project (PIP) worksheets with performance tracking.
6. Coordinates QAPI program activities including defining areas of study, tool development, data collection, and evaluation.
7. Conducts corrective action reviews to ensure compliance with standards and prevention of recurrent issues in relation to staff performance improvement plans.
8. Completes MDS audits and provides MDS coverage and neighborhood management support in the absence of RN Neighborhood Supervisors.
9. Performs the role of RN Shift Supervisor or staff nurse if needed as directed by DON.
10. Maintains nursing staff attendance records in coordination with administrative staff, reviewing attendance disciplines, serving attendance disciplines, and managing non-monetary nursing incentive programs.
11. Reviews and documents monthly restorative nursing programs and performs medication and chart renewals across all neighborhoods.
12. Conducts pharmacy audits including side-by-side Medication Administration Record (MAR) reviews.
13. Leads and supports facility-wide survey preparation audits, ensuring collaboration and follow-up with the interdisciplinary nursing team.
14. Assists with investigations for incidents and self-reports and participates in the grievance process.
15. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Director of Nursing.

2. Works with PVHC Medical Director, Administrator, department managers, neighborhood interdisciplinary teams, residents and families, health care providers, and government agency representatives.
3. Interacts with representatives of nursing supply and equipment providers.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Bachelor's degree preferred or Associate's degree in the field of Nursing from an accredited institution of higher learning.
2. Current valid Wisconsin license as a Registered Nurse.
3. Minimum of three years' experience working with geriatric, psychiatric, or developmentally disabled residents preferred.
4. Minimum of one year experience working with Skilled Nursing Home Federal Regulations preferred.
5. Certified QAPI Professional (QCP) or the ability to obtain certification within 3 months of hire.
6. Certified Infection Control Preventionist or the ability to obtain certification within 6 months of hire
7. Certified in MDS or the ability to obtain certification within one year after hire.
8. Minimum of one-year supervisory experience preferred.
9. Certified in Basic Life Support (CPR) for the Health Care Provider.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of Quality Improvement and Performance Improvement Projects.
2. Knowledge of nursing theory, practice, and regulatory standards (State and Federal), with a focus on Quality Improvement and long-term care survey processes.
3. Ability to communicate effectively, both verbally and in writing, while practicing active listening.
4. Proficient in nursing assessment tools, including MDS, DISCUS, Braden Skin Assessment, and implementing resident-focused care plans.
5. Knowledgeable in common geriatric medications, treatment plans, and infection control practices (e.g., hand hygiene, precautions, PPE, COVID regulations).
6. Skilled in emergency care, including CPR and defibrillator use, in response to cardio-pulmonary arrest incidents.
7. Flexible and knowledgeable in staff nurse duties such as medication administration, order transcription, care plan initiation, and physical assessments.
8. Proficient in computer systems, including email, documentation, Microsoft Office, and learning new software; experienced with office equipment like multi-line phones, fax machines, and computers.
9. Ability to adapt to a changing work environment and frequent interruptions including flexibility in work hours and work assignments. Works occasional weekends and holidays.

PHYSICAL REQUIREMENTS:

1. Ability to perform minimal lifting (10 - 25 lbs.).
2. Ability to perform most work from a sedentary position with occasional walking.
3. Ability to perform repetitive hand movements for accurate typing.
4. Ability to bend at the waist, squatting, and reaching high and low on an occasional basis.

5. Ability to hear conversation and speak clearly on a constant basis.
6. Ability to function in situations encountered in a normal office setting.