



Job Title	Associate Director, Healthcare Compliance	Job Code	HS0912
Pay Plan	A&P	Pay Grade	21
Union	Non-Union	FLSA Status	Exempt
Job Family	Health Services	Union Code	0
		Subfamily	Health Services Administration

Job Family & Subfamily Summary

Health Services Professionals provide services related to the diagnosis and treatment of patients and medical support functions.

Health Services Administration Professionals provide leadership of various units within Health operations.

Job Summary

Supports the overall mission of the UCF Student Health Services (SHS) by monitoring compliance with accreditation standards. Supervises SHS Marketing department, supervises SHS Credentialing Manager/Patient Advocate, coordinates benchmarking activities to determine best practices, and provides oversight to program assessment and clinical research study activities intended to bridge the gap between scientific and clinical practices.

Representative Duties

1.
 - Oversees Accreditation Association for Ambulatory Health Care (AAAHC) accreditation standards, assisting with oversight to the SHS performance improvement activities and reporting, providing oversight to UCF assessment (Institutional Effectiveness Plan) requirements and all aspects of research activity including grant writing
 - Oversees Performance Improvement Committee
 - Updates and publishes the Performance Improvement Manual annually
 - Provides oversight and support to the Student Health Advisory Board, providing students with a meaningful volunteer experience and an appropriate voice within the organization
2.
 - Monitors organizational policies and procedures to assure revisions are made in a timely fashion to reflect the dynamics of an ever-changing program and to assure that the principles and practices espoused by accreditation standards are incorporated into those policies and procedures that govern program operations
 - Facilitates the quality improvement process by assisting staff with their performance indicators, introduce remediation planning where necessary in order to meet desired performance plans and monitor the progress of performance improvement activity
 - Aids in the development of an outcome driven strategic plan that meets accreditation standards and identifies students learning outcomes that can be measured through the UCF Institutional Effectiveness Planning process
3.
 - Aids in the planning and coordination of research initiatives and studies that support the mission of UCF SHS, including Institutional Review Board (IRB) development, planning, coordination, evaluation, reporting and overall support
 - Provides oversight of Student Health Service's marketing efforts, strategic objectives and health promotion activities
 - Ensures that all marketing efforts are consistent with best practices
 - Provides oversight of Student Health Services credentialing process of clinical staff

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
6+ years of relevant work experience 2+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.