

Coordinator, Evaluations & Credentialing

REPORTING

Reports to the Executive Vice President

JOB SUMMARY

The Coordinator, Evaluations and Credentialing is responsible for overseeing the development, coordination, and implementation of all evaluations and credentialing for all MTSA programs.

QUALIFICATIONS

- High school diploma or GED required; bachelor's degree in related field preferred.
- Ability to communicate effectively both orally and in writing.
- Customer service skills.
- Ability to respond to emails timely and effectively.
- Ability to use independent judgment and to manage and impart confidential information.
- Ability to maintain confidentiality and discretion in all communications.
- Ability to make administrative/procedural decisions and judgments.
- Demonstrated advanced working knowledge of Microsoft Office Suite.
- Skill in establishing priorities with independent coordination of day-to-day aspects.
- Advanced skills in computerized spreadsheeting and database management.

RESPONSIBILITIES

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related activities as requested. This list describes major responsibilities to support the evaluations and credentialing processes for MTSA:

- Coordinate and manage all program evaluation and credentialing activities.
- Conduct administrative activities, including scheduling meetings and/or conference calls related to evaluations and credentialing.
- Work closely with program development personnel (i.e., Executive Vice President) to prioritize project needs.
- Assist with coordinating and completing student clinical schedules.

- Maintain documentation related to program evaluation and credentialing planning, tasks, and decisions.
- Assist with preparing yearly and monthly clinical, relief, call, and rotation schedules.
- Maintain student files to ensure adequate participation at clinical sites.
- Communicate with site Clinical Coordinators, notifying them of any delinquent evaluations needed for student transcripts.
- Prepares reports and scoring required by regulatory and accrediting agencies, policies, and standards.
- Coordinate each semester's simulation schedule for the DNAP-PD program.
- Provide MTSA main phone line coverage.
- Other work-related duties as assigned.

EVALUATIONS RESPONSIBILITIES

- Enter, update, and maintain credentialing and evaluations data, focusing on accuracy and interpreting or adapting data to conform to defined data field uses, and in accordance with internal policies and procedures.
- Facilitate communication and planning of program evaluation activities with program evaluation attendees.
- Manage program evaluation logistics related to program management and sharing, school data, etc.
- Coordinate and monitor recent graduate and employer evaluations for all MTSA graduates.
- Schedule student clinical evaluations with site Clinical Coordinators.

CREDENTIALING RESPONSIBILITIES

- Participates in the development and implementation of process improvements for the system-wide credentialing process.
- Monitor monthly clinical credentialing of all students for accuracy, notifying students if there are errors that need correcting.
- Conducts primary source verification; collects and validates documents to ensure accuracy of all credentialing elements; assesses completeness of information and qualifications relative to credentialing standards.
- Monitors files to ensure completeness and accuracy; reviews all file documentation for compliance with quality standards, accreditation requirements, and all other relevant policies; prepares and provides information to internal and external parties as appropriate.
- Receive completed clinical evaluations for each student from the site Clinical Coordinators, record grades in Learning Management System, and file evaluations in each students' clinical file.
- Coordinate with the clinical data system (Metatrax/Typhon) any approved revisions, changes, or additional evaluations to be added to the system.
- Enroll new students into the clinical data system.



COMMITTEE INVOLVEMENT

MTSA Staff Committee Member

Evaluations Committee Recording Secretary

TERMS OF EMPLOYMENT

Full time employment by MTSA