

City of Fort Worth, Texas

Job Description

Classification Title	Clinical Quality Coordinator - Research		
Job Code:	PS5340	Job Family:	Professional
Pay Grade	512	Date Reviewed:	08/14/2024
FLSA Status	Nonexempt	Date Revised:	05/02/2025

GENERAL SUMMARY

Oversees the quality improvement functions under direction of the EMS Chief Medical Officer. Responsible for coordinating clinical research initiatives; managing data collection, analysis and recordkeeping for quality improvement projects and clinical research. Facilitates EMS quality initiatives using the “Model for Improvement” framework and Plan-Do-Study-Act “PDSA” methodology to drive clinical system performance and ensures compliance with research study protocols, regulatory requirements, and established operating procedures.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Leads and/or facilitates system quality improvement initiatives utilizing the "Model for Improvement" framework and Plan-Do-Study-Act (PDSA) methodology in alignment with established clinical benchmarks and organizational goals.
2. Collects, analyzes, and validates clinical data for quality improvement and/or research purposes.
3. Directs, coordinates, and manages clinical research processes related to the medical direction and oversight of the MAEMSA system.
4. Obtains grant funding using EMS related research based on peer-reviewed publication.
5. Assists in development and management of programmatic budget related to research activities.
6. Provides oversight of stakeholders assisting with research projects, ensuring compliance with participation requirements.
7. Collects, analyzes, and validates clinical data for quality improvement and/or research purposes.
8. Provides on-call coverage for Online Protocol Guidance.
9. Performs other related duties as required.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of:

- Quality improvement methodologies, particularly the “Model for Improvement” and the Plan-Do-Study-Act (“PDSA”) methodology.
 - Strategic planning methodologies and quality management practices.
 - Project Management principles.
 - EMS theory, practice and trends.
 - EMS system’s organizational structure, workflow and operational procedures.
 - Data analysis and recordkeeping systems and managing data input into reportable formats.
 - Clinical research protocols, regulatory requirements, and operating policies and procedures.
 - Basic computer applications, including Microsoft Excel, Word and Powerpoint.
- **Skill in:**
 - Planning, budgeting, and staffing for research projects.
 - Writing abstracts, manuscripts, and reports for presentation and publication.
 - **Ability to:**
 - Delegate tasks and manage the workflow of research and/or quality improvement projects.
 - Prioritize tasks in a self-directed role to align responsibilities with organizational goals and standards.
 - Identify and pursue funding opportunities to support research initiatives.
 - Apply critical thinking to analyze data and make informed decisions.
 - Ensure confidentiality of medical and all other discretionary information.

MINIMUM JOB REQUIREMENTS

Bachelor’s Degree in clinical research, public health, or other related degree, no experience required.

OTHER REQUIREMENTS

Completion of IHI Basic Certificate in Quality and Safety within one (1) year from date of hire.

Completion of NAEMSP Quality and Safety Course (2 day) within one (1) year from date of hire.

No exclusion by the OIG to participate in Federally Funded Health Care Programs.

Possession of, or ability to obtain, an appropriate, valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking,

repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects.