UNIVERSITY OF SOUTHERN CALIFORNIA

Director, Hospital Compliance, Office of Compliance

Job Code: 133507

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 Accountabilities:

*E/M/NA % Time

_____ ______  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.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

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.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Master's degree

**Minimum Experience:**

10 years

**Minimum Field of Expertise:**

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

**Preferred Education:**

J.D.

**Preferred Field of Expertise:**

Experience working with or in an academic medical center environment. Hospital compliance and/or regulatory hospital operations experience.

**Skills:**

Analysis
Assessment/evaluation
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Consulting
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Mediation
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Research
Scheduling
Statistical analysis

Skills:  Machine/Equipment:

- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

Supervises:  Level:

May oversee student and/or temporary workers.

SIGNATURES:

Employee: ________________________________  Date:_____________________________

Supervisor: ________________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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