UNIVERSITY OF SOUTHERN CALIFORNIA
Privacy Specialist
Job Code: 133516

Grade: 00
OT Eligible: No
Comp Approval: 12/11/2003

JOB SUMMARY:
Assists with designing, implementing and maintaining a comprehensive and effective privacy program for the hospital/health care entities to support the overall University Privacy Program. Provides consultative services on privacy and patient confidentiality issues. Participates in program development and implementation, policy and procedure development, compliance monitoring, developing and updating business associate agreements, privacy investigations, and promotional strategies. Develops and conducts privacy training and education. Reports to the Deputy Healthcare Compliance Officer and receives strategic oversight of the overall program from the Associate Senior Vice President, Compliance/Privacy Officer for the university.

JOB ACCOUNTABILITIES:

**E/M/NA % TIME**

---  --- Assists with designing, implementing and maintaining a comprehensive and effective privacy program for hospital/health care entities to support the overall University Privacy Program. Assists with developing and implementing annual privacy plans for hospital/health care entities and the university in accordance with best practices and ensures effective management of privacy risk.

---  --- Provides consultative services on privacy and patient confidentiality issues. Provides internal and external communications expertise for ongoing privacy efforts. Serves as a resource for questions regarding application of relevant privacy laws and regulations, and organizational policies and procedures.

---  --- Participates in the development and revision of hospital/health care privacy policies and procedures. Assists with dissemination, interpretation and application of program policies for hospital/health care entities.

---  --- Participates in the development and implementation of ongoing privacy compliance monitoring to ensure all primary concerns, requirements, and responsibilities are addressed.

---  --- Assists with building awareness of privacy program throughout the hospital/health care entities. Facilitates and promotes activities to foster information privacy awareness and compliance.

---  --- Develops and conducts privacy training and education to all applicable clinical faculty, hospital staff, volunteers, and third parties. Educates and motivates target audiences.

---  --- Maintains critical communication pathways across entire university and hospital/health care entities to proactively identify and assess the effectiveness of university privacy compliance mechanisms with respect to internal policies and external laws and regulations.

---  --- Participates in developing and updating business associate agreements and managing contract negotiations in coordination with counsel.
Assists in investigating, managing, and mitigating privacy incidents, complaints, or breaches. Ensures all reports required under applicable privacy laws and regulations are completed and submitted in a compliant and timely manner and at the direction of counsel.

Reviews hospital systems and processes to ensure compliance with privacy requirements in conjunction with information security office and hospital IT office.

Serves as a member of the hospital compliance committee and coordinates program activities closely with hospital senior management and directors, University Hospital Compliance Officer and Deputy Healthcare Compliance Officer.

Maintains current knowledge of applicable federal and state privacy laws and accreditation standards.

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:**

Essential: ☐ No  ☐ Yes  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:**
- Bachelor’s degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 5 years

**Minimum Field of Expertise:**
- Demonstrated experience in hospital or health care setting in matters relating to patient privacy and confidentiality of patient health information, project management, systems analysis, and user relations. Demonstrated understanding of health care operations. Experience implementing a HIPAA privacy program at an academic medical center of hospital system. Thorough knowledge of state and federal regulations pertaining to HIPAA compliance program rules. Strong interpersonal skills and ability to deal effectively with diverse personalities and skill sets. Ability to effectively interact with patients in resolving privacy complaints. Excellent oral, written and presentation skills.

**Preferred Education:**
- Master’s degree
- J.D.

**Preferred Experience:**
7 years

Skills: Other:

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

Skills: Machine/Equipment:

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

Supervises: Level:

May oversee student, temporary and/or resource 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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