

Job Family	Audit, Compliance & Ethics	Job Summary	Involves the review and evaluation of healthcare regulatory compliance controls and programs. Develops regulatory policies and systems from a strategic perspective; keeps abreast of regulatory issues, plans for changes and / or integration as new healthcare affiliations are assumed. Provides education and consultation to hospital and medical staff regarding the integration of compliance regulatory standards with programs and operations. Acts as a channel of communication to direct compliance issues to appropriate resources for investigation and resolution. Ensures issues and concerns are being appropriately evaluated, investigated and resolved. Develops and maintains policies and procedures for the general operation of the compliance program and its related activities. (For primary focus in privacy, see "Privacy" job standards.)
Job Function	Regulatory and Compliance HC		
Category	Professional		

Job Level	Entry	Intermediate	Experienced	Advanced	Expert
Job Title	Regulatory and Compliance HC Specialist 1	Regulatory and Compliance HC Specialist 2	Regulatory and Compliance HC Specialist 3	Regulatory and Compliance HC Specialist 4	Regulatory and Compliance HC Specialist 5
Job Code	4209	4208	4207	6531	6530
Tracking Code	A1422	A1423	A1424	A1425	A1426
Per. Program	PSS	PSS	PSS	MSP	MSP
FLSA	Non-Exempt	Non-Exempt	Exempt	Exempt	Exempt
Generic Scope	Entry-level professional with limited prior experience; learns to use professional concepts to resolve problems of limited scope and complexity; works on assignments that are initially routine in nature, requiring limited judgment and decision making. Employees at this level are expected to acquire the skills and knowledge to perform more advanced work following an agreed upon time in position, through defined training and development planning.	Professional who applies acquired job skills, policies, and procedures to complete substantive assignments / projects / tasks of moderate scope and complexity; exercises judgment within defined guidelines and practices to determine appropriate action.	Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems / issues of diverse scope and determines solutions.	Technical leader with a high degree of knowledge in the overall field and recognized expertise in specific areas; problem-solving frequently requires analysis of unique issues / problems without precedent and / or structure. May manage programs that include formulating strategies and administering policies, processes, and resources; functions with a high degree of autonomy.	Recognized organization-wide expert. Has significant impact and influence on organizational policy and program development. Regularly leads projects of critical importance to the organization; these projects carry substantial consequences of success or failure. May direct programs with organization-wide impact that include formulating strategies and administering policies, processes, and resources. Significant barriers to entry exist at this level.
Custom Scope	Under direct supervision, acquires skills and knowledge of professional concepts in healthcare regulatory compliance to small projects or segments of projects.	Applies acquired skills and professional concepts for small to medium regulatory healthcare compliance projects of intermediate scope and complexity.	Applies skills and experience as a seasoned regulatory healthcare compliance specialist to projects of medium size at all levels of complexity, or to portions of large projects. May specialize in a certain regulatory area.	Applies extensive knowledge of healthcare industry regulatory affairs concepts to substantial projects of large scope and high degrees of complexity. May be a lead or resource in a specialty discipline.	Recognized expert in broad-based healthcare industry regulatory affairs or a specialty area. Applies comprehensive knowledge of professional concepts and industry practices to lead the most complex projects of large size and scope that have critical impact throughout the medical center and / or health system.
Key Resp 01	Under direct supervision, collects and analyzes compliance monitors to identify risks of limited scope. Prepares reports for ongoing compliance with internal policy and external agency requirements.	Under general supervision, collects and analyzes compliance monitors to identify risks of moderate scope. Prepares reports for ongoing compliance with internal policy and external agency requirements.	Develops and implements audit tools to identify compliance risks at all levels of complexity. Prepares reports for ongoing compliance with internal policy and external agency requirements.	Leads staff or participates in assessments across the organization or within specialty area to identify deficiencies and areas of noncompliance. Consults with legal, operations and risk management as	Reviews regulatory issues from a strategic perspective, consulting with resources from legal, operations and risk management as needed. Ensures appropriate methodologies and timeliness in the assessments and

Job Family	Audit, Compliance & Ethics	Job Summary	Involves the review and evaluation of healthcare regulatory compliance controls and programs. Develops regulatory policies and systems from a strategic perspective; keeps abreast of regulatory issues, plans for changes and / or integration as new healthcare affiliations are assumed. Provides education and consultation to hospital and medical staff regarding the integration of compliance regulatory standards with programs and operations. Acts as a channel of communication to direct compliance issues to appropriate resources for investigation and resolution. Ensures issues and concerns are being appropriately evaluated, investigated and resolved. Develops and maintains policies and procedures for the general operation of the compliance program and its related activities. (For primary focus in privacy, see "Privacy" job standards.)
Job Function	Regulatory and Compliance HC		
Category	Professional		

Job Level	Entry	Intermediate	Experienced	Advanced	Expert
				needed. Ensures reports are prepared in compliance with internal policy and external agency requirements.	reports for ongoing compliance across a broad scope, or within a specialty area. Utilizes best practice expertise to recommend systems and methodologies to ensure compliance on an organization or system wide basis.
Key Resp 02	Under direct supervision, ensures controls are in place at the organization for compliance with regulatory requirements affecting programs of limited scope and complexity. Appropriate processes may include agendas, activity lists, tracer systems, and electronic record reviews.	Under general supervision, ensures controls are in place at the organization for compliance with regulatory requirements affecting programs of moderate scope and complexity. Appropriate processes may include agendas, activity lists, tracer systems, and electronic record reviews.	Ensures controls and systems are in place at the organization for compliance with regulatory requirements affecting programs at all levels of scope and complexity. Appropriate processes may include agendas, activity lists, tracer systems, and electronic record reviews.	Works with management across the medical center or health system to ensure systems and controls are in place to meet regulatory and compliance requirements. Researches best practices to propose systems for ongoing compliance.	Functions as the resident expert in broad-based regulatory affairs or a specialty area. Interprets and communicates current information on national, state or regional regulatory requirements and standards. Researches best practices to propose systems for ongoing compliance.
Key Resp 03	Under direct supervision, responds to questions in regards to regulatory compliance within areas of limited scope and complexity.	Under general supervision, responds to questions in regards to regulatory compliance within areas of moderate scope and complexity. Contributes to educational activities and materials.	Provides consultation and education in regards to regulatory compliance across a broad scope to staff and management. Contributes to the review and development of educational activities and materials.	Evaluates organization's needs; develops and implements programs to improve compliance in diverse areas across the organization.	Directs regulatory compliance activities for medical center or system. Establishes annual goals, ensures internal policy and practices are updated as regulations change.
Key Resp 04	Under direct supervision, works on limited-scope projects to review regulatory changes and improve integration of regulatory standards with healthcare and / or financial reimbursement programs.	Under general supervision, identifies deficiencies and areas of noncompliance. Works on moderately-complex projects to review regulatory changes and improve integration of regulatory standards with healthcare and / or financial reimbursement programs.	Works with managers to develop, implement and monitor corrective action plans. Participates in projects of medium scope and complexity to review regulatory changes and develop plans to better integrate compliance and standards with programs and operations.	Works with managers to develop, implement and monitor corrective action plans. Leads or participates in highly-complex project to review modifications and updates of regulatory requirements. Develops plans and initiatives to better integrate compliance and regulatory standards with programs and operations.	Reviews metrics to identify areas of noncompliance across the medical center or system. Plans organization-wide projects to improve ongoing compliance processes. Leads projects of broad impact to review changes and updates in legislation and regulatory requirements. Develops plans and initiatives to better integrate compliance and regulatory standards with programs and operations.
Key Resp 05	Maintains databases to track data, activities, news, and events related to regulatory and compliance areas.	Maintains databases to track data, activities, news, and events related to regulatory and compliance areas.	Ensures the proper maintenance of databases to track data, activities, news, and events related to regulatory	Develops implements and monitors reporting and database systems and procedures to remain abreast of the	Researches and recommends streamlined and thorough database tracking systems, procedures and

Job Family	Audit, Compliance & Ethics	Job Summary	Involves the review and evaluation of healthcare regulatory compliance controls and programs. Develops regulatory policies and systems from a strategic perspective; keeps abreast of regulatory issues, plans for changes and / or integration as new healthcare affiliations are assumed. Provides education and consultation to hospital and medical staff regarding the integration of compliance regulatory standards with programs and operations. Acts as a channel of communication to direct compliance issues to appropriate resources for investigation and resolution. Ensures issues and concerns are being appropriately evaluated, investigated and resolved. Develops and maintains policies and procedures for the general operation of the compliance program and its related activities. (For primary focus in privacy, see "Privacy" job standards.)
Job Function	Regulatory and Compliance HC		
Category	Professional		

Job Level	Entry	Intermediate	Experienced	Advanced	Expert
		Contributes to the development of new and updated reporting and system procedures.	and compliance areas. Proposes new and updated systems and reporting procedures.	status of all compliance activities and to identify trends.	policies for the medical center and / or health system.
Key Resp 06	Under direct supervision, assists with cross-functional tasks, projects, and programs of limited scope.	Provides support on moderately-complex cross-functional tasks, projects, and programs.	Performs complex cross-functional reviews of systems and processes across an organization. Researches best practices and recommends changes to improve systematic approaches for compliance with regulatory standards.	Leads or participates in complex cross-functional tasks, projects, and programs across an organization or health system. Researches best practices and recommends changes to improve systematic approaches for compliance with regulatory standards.	Develops annual goals and initiatives that effectively meet the medical center or health system's needs. Integrates initiatives with regulatory processes across a broad spectrum or within a specialty area.
Key Resp 07					
Key Resp 08					
Key Resp 09					
Key Resp 10					
Key Resp 11					
Key Resp 12					
Key Resp 13					
Key Resp 14					
Key Resp 15					
Education 1	Bachelor's degree in clinical or related area, and / or equivalent combination of experience / training.	Bachelor's degree in clinical or related area, and / or equivalent combination of experience / training.	Bachelor's degree in clinical or related area, and / or equivalent combination of experience / training.	Bachelor's degree in clinical or related area, and / or equivalent combination of experience / training.	Bachelor's degree in clinical or related area, and / or equivalent combination of experience / training.
Education 2					
Education 3					
Education 4					
License 1					
License 2					
License 3					
License 4					
Cert 1					

Job Family	Audit, Compliance & Ethics	Job Summary	Involves the review and evaluation of healthcare regulatory compliance controls and programs. Develops regulatory policies and systems from a strategic perspective; keeps abreast of regulatory issues, plans for changes and / or integration as new healthcare affiliations are assumed. Provides education and consultation to hospital and medical staff regarding the integration of compliance regulatory standards with programs and operations. Acts as a channel of communication to direct compliance issues to appropriate resources for investigation and resolution. Ensures issues and concerns are being appropriately evaluated, investigated and resolved. Develops and maintains policies and procedures for the general operation of the compliance program and its related activities. (For primary focus in privacy, see "Privacy" job standards.)
Job Function	Regulatory and Compliance HC		
Category	Professional		

Job Level	Entry	Intermediate	Experienced	Advanced	Expert
Cert 2					
Cert 3					
Cert 4					
Spec Cond 1					
Spec Cond 2					
Spec Cond 3					
Spec Cond 4					
KSA 01	Basic knowledge of the methods, tools, and practices involved with regulatory compliance.	Working knowledge of the methods, tools, and practices involved with regulatory compliance.	Thorough knowledge of the methods, tools, and practices involved with regulatory compliance.	Advanced knowledge of the methods, tools, and practices involved with regulatory compliance.	Expert knowledge of the methods, tools, and practices involved with regulatory compliance.
KSA 02	Basic knowledge and understanding of compliance and regulatory standards across the healthcare industry or within a specialty area.	Demonstrated knowledge and understanding of compliance and regulatory standards across the healthcare industry or within a specialty area.	Knowledge and understanding of compliance and regulatory standards across the healthcare industry or thorough knowledge within a specialty area.	Strong knowledge and understanding of compliance and regulatory standards across the healthcare industry or in-depth knowledge within a specialty area.	Advanced knowledge and understanding of compliance and regulatory standards across the healthcare industry or expert knowledge within a specialty area.
KSA 03	Basic project management skills, acquiring the ability to effectively manage time, organize competing priorities, address complex issues as they arise, and see projects through to completion on schedule.	Demonstrated project management skills and the ability to effectively manage time, organize competing priorities, address complex issues as they arise, and see projects through to completion on schedule.	Strong project management skills and the ability to effectively manage time, organize competing priorities, address complex issues as they arise, and see projects through to completion on schedule.	Advanced organizational and project management skills, with the ability to lead a team, prioritize tasks, and see projects through from inception to completion on schedule.	Highly-developed skills and expertise in project management, with demonstrated ability to initiate projects and lead teams, prioritize tasks, and direct projects successfully from inception to completion on task and on schedule.
KSA 04	Basic interpersonal skills for collaborating effectively with managers and staff and representatives of external regulatory agencies.	Demonstrated interpersonal skills for collaborating effectively with a broad range of managers and staff and with representatives of external regulatory agencies.	Strong interpersonal skills for collaborating effectively with managers and staff at all levels and across the organization, and with representatives of external regulatory agencies.	Advanced interpersonal skills for collaborating effectively with managers and staff at all levels and across the organization, and with representatives of external regulatory agencies. Skills in coaching and mentoring staff.	Highly-developed interpersonal skills for collaborating effectively with managers and staff at all levels and across the organization, and with representatives of external regulatory agencies. Skills in coaching and mentoring staff.
KSA 05	Basic skills in written and verbal communications, with the ability to convey complex clinical and technical information in a clear and concise	Demonstrated skills in written and verbal communications, with the ability to convey complex technical information, education, and	Strong skills in written and verbal communications, with the ability to convey complex technical information, education, and instructions in a clear	Advanced skills in written and verbal communications, with the ability to convey highly-complex technical information, education, and	Highly-developed skills in written and verbal communications, with the ability to convey the most complex technical information, education, and

Job Family	Audit, Compliance & Ethics	Job Summary	Involves the review and evaluation of healthcare regulatory compliance controls and programs. Develops regulatory policies and systems from a strategic perspective; keeps abreast of regulatory issues, plans for changes and / or integration as new healthcare affiliations are assumed. Provides education and consultation to hospital and medical staff regarding the integration of compliance regulatory standards with programs and operations. Acts as a channel of communication to direct compliance issues to appropriate resources for investigation and resolution. Ensures issues and concerns are being appropriately evaluated, investigated and resolved. Develops and maintains policies and procedures for the general operation of the compliance program and its related activities. (For primary focus in privacy, see "Privacy" job standards.)
Job Function	Regulatory and Compliance HC		
Category	Professional		

Job Level	Entry	Intermediate	Experienced	Advanced	Expert
	manner, and to contribute to high-quality reports and documentation.	instructions in a clear and concise manner, and to produce high-quality reports and documentation.	and concise manner, and to produce high-quality reports, documentation, and presentations.	instructions in a clear and concise manner, and to produce high-quality reports, documentation, presentations, and educational materials.	instructions in a clear and concise manner, and to produce high-quality reports, documentation, presentations, and educational materials.
KSA 06				In-depth ability to collaborate effectively with senior staff and management across departments, providing advice and counsel on complex regulatory issues of functionality, efficiency, and program development.	Highly-developed ability to collaborate effectively with senior staff and management across departments, serving as an expert resource, and providing guidance and direction on optimal strategies and policies for performance improvement and program development in all regulatory affairs functions.
KSA 07					
KSA 08					
KSA 09					
KSA 10					
KSA 11					
KSA 12					
KSA 13					
KSA 14					
KSA 15					
Environment	Health care (hospital, clinical, classroom setting or similar environment as the role requires.)	Health care (hospital, clinical, classroom setting or similar environment as the role requires.)	Health care (hospital, clinical, classroom setting or similar environment as the role requires.)	Health care (hospital, clinical, classroom setting or similar environment as the role requires.)	Health care (hospital, clinical, classroom setting or similar environment as the role requires.)
Career Path 1	Regulatory and Compliance HC Specialist 2	Regulatory and Compliance HC Specialist 3	Regulatory and Compliance HC Specialist 4	Regulatory and Compliance HC Specialist 5	Regulatory and Compliance HC Manager2
Career Path 2				Regulatory and Compliance HC Manager 1	Career Path open
Career Path 3					
Career Path 4					
Career Path 5					

Job Family	Audit, Compliance & Ethics	Job Summary	Involves the review and evaluation of healthcare regulatory compliance controls and programs. Develops regulatory policies and systems from a strategic perspective; keeps abreast of regulatory issues, plans for changes and / or integration as new healthcare affiliations are assumed. Provides education and consultation to hospital and medical staff regarding the integration of compliance regulatory standards with programs and operations. Acts as a channel of communication to direct compliance issues to appropriate resources for investigation and resolution. Ensures issues and concerns are being appropriately evaluated, investigated and resolved. Develops and maintains policies and procedures for the general operation of the compliance program and its related activities. (For primary focus in privacy, see "Privacy" job standards.)
Job Function	Regulatory and Compliance HC		
Category	Professional		

Job Level	Entry	Intermediate	Experienced	Advanced	Expert
Career Path 6					