

## **Strategic Planning Duties and Responsibilities**

- Work with the Performance and Quality Improvement Manager to help implement and monitor Quality Management projects
- Help implement Florida Sterling best practices
- Help in the development of quality improvement processes, and help train staff in the use of quality tools
- Assist the Performance and Quality Improvement Manager to develop goals, timelines to achieve Strategic Plan goals, facilitate the performance of SWOT analyses, measure and analyze data, and utilize tools and techniques from established quality management practices such as Six Sigma, Lean, Florida Sterling, and TQM to achieve organizational performance excellence throughout all departments.
- Work closely with Audit Committee to perform audits to clinical (medical) records (paper and electronic)
- Help the Performance and Quality Improvement Manager to provide consultation and recommendations to the Quality Council and program managers regarding the Strategic Plan.
- Utilize the Plan, Do, Check, Act method of continuous quality improvement.
- Coordinate with the Training Committee to develop Performance and Quality Improvement training.