**Facility Roles and Suggested Job Description Inclusions**

**Board of Directors/Governing Body/Owner**

The facility’s Board of Directors (BOD), etc. is responsible and accountable for the Quality Assurance and Performance Improvement (QAPI) within the facility. The BOD delegates responsibilities for oversight of the QAPI program to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (facility name) QAPI Steering Committee. The QAPI Steering Committee will provide annual reports on the QI program to the BOD, etc. at its annual meetings.

Board of Director/Governing Body/Owner Job Description inclusion:

* Oversees the logistics of the Quality Assurance and Performance Improvement (QAPI) program within the facility
* Sets the tone for QAPI work in the facility
* Assumes responsibility for ensuring QAPI is implemented and provided appropriate resources
* Stays informed regarding CMS requirements for QAPI

Education is provided to the Board of Directors/Governing Body/Owner initially with startup of QAPI at the facility and additional education will be provided to new members ongoing. Annual training will be provided to all members.

**Facility Leadership**

Executive Leadership will assure that time, supplies, equipment and other resources are provided as deemed appropriate for the effective implementation and maintenance of the QAPI program.

Nursing Home Administrator/Executive Director Job Description Inclusion:

* Promote and model behaviors and actions that foster a non-punitive environment where staff is encouraged to voice concerns without fear of reprisal.
* Create and oversee the processes for disseminating information to the entire team, residents, family and BOD including statistics on current projects.
* Develop a program that can be sustained regardless of changes in leadership and facility staff.
* Establish a working environment where QAPI principles are applied to problems on an ongoing basis and not just to problems currently in committee.

QAPI Management Coordinator/Quality Leader/Director of Quality Job Description Inclusion:

* Receive direction from Executive Leadership on the overall objectives for the QAPI program
* Attend educational events to be become the QAPI expert for the facility
* Stay current on standards of practice as they apply to QAPI committee projects
* Champion the collection of data, data analysis and display of data over time via charts, graphs, etc.
* Identify and provide staff training for QAPI success
* Encourage staff involvement in QAPI programs
* Lead the development of project charters and performance improvement projects.
* Communicate to the Nursing Home Director any time, supplies, equipment and other resources that are required for the effective implementation and maintenance of the QAPI program.
* Provide reports of project status to the Executive team at mutually agreed upon time frames
* Promote and model behaviors and actions that foster a non-punitive environment where staff is encouraged to voice concerns without fear of reprisal.

**Department Directors/Managers**

Department Directors/Managers Job Description Inclusions:

* Promote and model behaviors and actions that foster a non-punitive environment where staff is encouraged to voice concerns without fear of reprisal.
* Participate in QAPI activities through identification of opportunities for improvement.
* Provide performance improvement project leadership and develop skills of other staff to be able to actively participate in the facility’s QAPI program.

**Medical Director**

Medical Director Job Description Inclusions:

* Attend monthly QAPI meetings
* Assist with data collection, interpretation, and dissemination of information to support QAPI activities
* Promote system and process modifications to ensure lasting improvements
* Promote and model behaviors and actions that foster a non-punitive environment where staff is encouraged to voice concerns without fear of reprisal.

**Resources**

*Examples of Performance Objectives for Job Descriptions and Performance Reviews*. CMS, n.d. Web. 16 Jan. 2017. <https://www.cms.gov/medicare/provider-enrollment-and-certification/qapi/downloads/experformanceobjectivesjobdesc.pdf>