

Clinical Compliance Manager
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=255743>

Downloaded On: Apr. 19, 2025 8:42am

Posted Apr. 15, 2025, set to expire May 4, 2025

Job Title Clinical Compliance Manager
Department School of Health Care
Institution Quinsigamond Community College
Worcester, Massachusetts

Date Posted Apr. 15, 2025

Application Deadline 05/04/2025

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Other

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Job Description

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Clinical Compliance Manager

Category: Professional

Department: School of Health Care

Locations: Worcester, MA

Posted:

Closes: 5/4/2025

Type:

Position ID: 187316

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General Statement

The Clinical Compliance Manager is responsible for overseeing and managing all aspects of clinical compliance for The School of Healthcare. This role ensures adherence to accreditation standards, institutional policies, state and federal regulations, and clinical agreements related to clinical education. Key responsibilities include managing clinical affiliation agreements, maintaining compliance tracking systems, coordinating required screenings and background checks, monitoring regulatory changes, and collaborating with program coordinators and campus partners to support student readiness for clinical placements. The manager plays a vital role in ensuring a seamless and compliant clinical experience for students and faculty across all healthcare programs.

Supervision Received

Reports directly to the Assistant Dean of School of Healthcare

Supervision Exercised

Supervises full and part-time staff assigned to clinical and health compliance within the School of Healthcare.

Duties and Responsibilities

- Manages all clinical site affiliation agreements, ensuring they meet the compliance of healthcare program accreditors, regulatory agencies, and state and federal regulations.
- Develops and maintains a clear reporting process for program and clinical coordinators to track and monitor clinical compliance status.
- Maintains the online compliance tracker platform, ensuring the accuracy and completeness of student and faculty health requirement data in accordance with clinical agency agreements, state and federal regulations, and accreditation standards.
- Ensures that all clinical contracts meet accreditation and regulatory compliance standards
- Designs, implements, and oversees a comprehensive clinical compliance reporting process to be used by health compliance staff and program coordinators across the School of Healthcare.
- Coordinates and manages the drug screening process for students in accordance with clinical site requirements.
- Oversees the Criminal Offender Record Information (CORI) process for all students and faculty affiliated with the School of Healthcare.
- Collaborates regularly with School of Healthcare program and clinical coordinators to ensure consistent communication regarding compliance matters.

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- Monitors changes in immunization requirements and healthcare compliance regulations, and ensures institutional policies and procedures remain aligned with evolving state, federal, and accreditor expectations.
- Works collaboratively with program coordinators and program assistants to ensure the Compliance Office is the central point of communication for all healthcare compliance-related language, guidance, and documentation, supporting consistency and accuracy across programs.
- Performs other duties as assigned to support and advance clinical education initiatives within the School of Healthcare and the college.
- Performing other related duties as assigned.

Job Requirements:

Minimum Qualifications

- LPN or RN licensure required
- Strong understanding of vaccination administration schedules and the ability to interpret immunization records and titers.
- Demonstrated experience working in a medical, clinical, or compliance-focused environment.
- Excellent communication skills, both written and verbal, with the ability to communicate clearly and professionally with students, faculty, clinical partners, and institutional stakeholders.
- Proficiency in Microsoft Office Suite, including strong skills in Excel for managing and manipulating spreadsheets, collecting data, and generating reports.
- Experience with database systems, including the ability to enter, access, and retrieve data accurately.
- Strong organizational skills with a high level of attention to detail and accuracy.
- Ability to present data clearly to groups, including faculty, administrators, and other internal or external partners.
- Comfortable working independently and collaboratively as part of a team.

Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other

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applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=187316>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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Quinsigamond Community College

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