



Regulatory Specialist – Patient & Regulatory Affairs
Job Location: Philadelphia, PA
Full-time Days

Penn Medicine is dedicated to our tripartite mission of providing the highest level of care to patients, conducting innovative research, and educating future leaders in the field of medicine. Working for this leading academic medical center means collaboration with top clinical, technical and business professionals across all disciplines.

Today at Penn Medicine, someone will make a breakthrough. Someone will heal a heart, deliver hopeful news, and give comfort and reassurance. Our employees shape our future each day. Are you living your life's work?

Job Description:

The Regulatory Specialist supports the Hospital of the University of Pennsylvania (HUP) and those parts of the Clinical Practices of the University of Pennsylvania (CPUP) which fall under HUP; and its leaders and staff to ensure full compliance with state licensure regulations, hospital conditions of participation, and accreditation standards.

- Actively participates and leads the organization's efforts to prepare for, take part in, and respond to any necessary follow-up of both announced and unannounced regulatory body site visits.
- Responsibilities also include informing staff regarding hospital accreditation and licensure standards and regulations.
- Completes regulatory related applications, such as the Pennsylvania Department of Health (PA DOH) hospital questionnaire
- Actively works with policy owners to facilitate approvals for current newly developed Administrative and Medical Board hospital policies.
- Provides regulatory consultation for internal customer projects to ensure that they are consistent with the regulations.
- Develops, maintains, and documents in requisite databases in order to track activities and ensure continuous process improvement and efficiency within the organization and department.
- Demonstrates understanding of concepts, methods, techniques and principles needed to accomplish job responsibilities, such as PA DOH, The Joint Commission (TJC) and Center for Medicare and Medicaid Services (CMS) regulations.

Specific responsibilities include:

- Participates in Environment of Care rounds
- Coordinates and participates in regulatory survey readiness activities
- Informs staff on key policies and procedures and regulatory requirements
- Serves as a liaison to internal departments and offers guidance consistent with the regulations
- Assesses educational needs and provides information and instructional materials to HUP departments
- Assists with the PA DOH DAAC occupancy process for new equipment, services, and/or construction projects
- Maintains a solid working knowledge of regulatory body regulations, including but not limited to TJC, CMS, and PA DOH
- Develop relationships within the organization to ensure effective communication and partnership / cooperation in all facets of the licensure and accreditation process
- Collaborate with leaders and staff to evaluate proposed rules / regulations and assess, develop, or participate in, as appropriate, regulatory advocacy approaches
- Coordinate with others, as appropriate, to resolve highly complex or unusual business problems impacted by proposed or final regulatory action or inaction affecting major functions or disciplines
- Develops, documents in, and maintains databases necessary to track compliance activities and outcomes

- Ensures that all initiatives are in compliance with accrediting, regulatory, and institutional standards
- Maintains the confidentiality of all inter-departmental correspondence as well as the external clients
- Primary liaison with state agency, including but not limited to PA DOH
- Collaborates with physicians, administration and staff to achieve regulatory compliance

Education or Equivalent Experience:

- Bachelor's Degree required
- BSN and/or MSN, and PA RN license preferred
- 3-5 years of experience in healthcare management or healthcare education preferred

Additional Information:

We believe that the best care for our patients starts with the best care for our employees. Our employee benefits programs help our employees get healthy and stay healthy. We offer a comprehensive compensation and benefits program that includes one of the finest prepaid tuition assistance programs in the region. Penn Medicine employees are actively engaged and committed to our mission. Together we will continue to make medical advances that help people live longer, healthier lives.

AA/EOE, m/f/d/v
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FOR MORE INFORMATION/TO APPLY:

<https://careers.pennmedicine.org/jobs/9756389-regulatory-specialist-patient-and-regulatory-affairs-at-hup-ft-days>