

**Registry Site Manager
Suggested Job Description**

***** Note: These are suggestions and should not be construed to be the “official” NCDR job description for a RSM. *****

Suggested Function:

- Direct and coordinate all aspects of NCDR Registry functions including data collection, data submission, daily quality report issues, outcomes report review and analysis, and contract management.
- Supervise and coordinate QI efforts, either within a department or within a larger QA team, related to NCDR data collection and reporting.
- Assume leadership and facilitation role with facility physicians, staff, and administrative personnel.

Suggested Responsibilities:

1. Working in conjunction with IT, physician experts and other staff. Oversee and coordinate the development and implementation of the NCDR Registry(ies).
2. Work with physician and management leadership to identify and coordinate QI efforts based on NCDR outcomes reporting.
3. Based on a thorough understanding of NCDR Registry products and services, respond to all requests for information to include:
 - ⌚ Clinical interpretation of data element definitions;
 - ⌚ Data submission process;
 - ⌚ Data quality and cleaning;
 - ⌚ Data submission to meet regulatory or stakeholder requirements;
 - ⌚ Comparative Institutional Report interpretation; and
 - ⌚ Use of outcome reports for quality measurement and improvement.
4. Prepare training, as necessary, to assist with quality data collection and interpretation for the NCDR Registries.
5. Supervise and coordinate the review, interpretation, and update of Data Quality Reports and Institutional Outcomes Reports.
6. Manage and ensure adequate staffing and other resources of the department.
7. Develop and maintain general policies and procedures for data abstraction and submission to the NCDR.

8. Organize regular communication of results and initiatives via newsletters, memos, emails, etc.
9. Develop materials using data analysis to generate presentations to QI Committees and Administrative teams.
10. Participate in NCDR conference calls and webinar training.
11. Act as the primary point-of-contact for all administrative tasks relating to the customer website, including but not limited to creating/disabling user accounts and ensuring that the Site Profile is always up-to-date
12. Facilitate/coordinate contract and payment inquiries.

Suggested Qualifications:

1. Bachelor's degree in clinical field (such as Nursing) preferred with superior and up-to-date understanding or experience with registry of focus (ACTION: Acute Coronary Syndrome, CARE: Carotid Stenting and Endarterectomy, ICD: Implantable Cardiac Defibrillator, CathPCI: Cardiac Catheterization and Percutaneous Coronary Intervention).
2. Experience with, and knowledge of, procedures and biomedical products related to cardiology and cardiovascular procedures.
3. Experience with data management systems and familiarity with clinical data analysis and reporting.
4. In-depth knowledge of quality improvement methodologies. CPHQ credential preferred.
5. Excellent verbal and written communication skills.
6. Demonstrated proficiency with office software specifically Microsoft Access, Word, Excel and PowerPoint.
7. Flexibility and the ability to work in a dynamic, team-oriented environment.
8. Ability to work independently and be self-directed.