

**Position Description**  
**Director of Risk Management & Compliance**  
**OSU Center for Health Sciences**

**Position Summary**

The Director of Risk Management & Compliance at Oklahoma State University Center for Health Sciences (OSU-CHS) reports directly to the Vice President for Administration and Finance and is responsible for implementing a comprehensive program to manage the regulatory, financial and reputational risk for the OSU Center for Health Sciences and its related entities. The position analyzes current and potential risks to the organization and develops and maintains strategies including, but not limited to comprehensive regulatory compliance reviews, policy maintenance and development and insurance acquisition. Additionally, this position is the primary interface with the Office of Risk Management for the OSU system located in Stillwater.

**Minimum Acceptable Qualifications**

- A baccalaureate degree, however an advanced degree such as a JD is preferred
- Analytical skills and an eye for detail
- Ability to communicate with and inspire others to more effective, creative and productive performance
- Ability to work effectively with diverse groups including faculty, administrators and staff with a commitment to fiscal responsibility and regulatory compliance
- Ability to make informed decisions in a timely manner
- A history of ethical decision making

**Primary Leadership Duties and Responsibilities**

- Provide supervisory leadership for the compliance office including the HIPAA compliance and environmental health and safety
- Chair the CHS Compliance Committee and the CHS Policy Review Committee
- Serve as the designated HIPAA Compliance Officer and make notifications to the Department of Health and Human Services and affected individuals in the event of a breach determination
- Coordinate with the CEO of OSU Medicine to determine and maintain adequate liability insurance coverage for the OSU Medicine clinical enterprise
- Coordinate with the CEO of OSU Medicine responses to any violation of the clinic system Code of Conduct
- Coordinate with the Chief of Security to maintain compliance with the Clery Act

- Maintain Conflict of Interest program and report to management potential COIs and make recommendations for management of COIs
- Serve as the Custodian of Records for OSU Medicine
- Coordinate with the OSU-Stillwater Office of Risk Management and the Oklahoma Office of Risk Management to evaluate and ensure participation in appropriate insurance programs
- Coordinate with Legal Counsel to provide necessary notifications to insurance carriers in the event of a claim or potential claim
- Coordinate with Human Resources potential training opportunities for faculty and staff to elevate the culture of compliance in the organization
- Interface with the Department of Internal Audits in regards to identifying and managing compliance concerns and weaknesses and assist departments in establishing policies and procedures to address weaknesses
- Obtain and maintain HIPAA skills certification (CHA or CHP)

### **Supervision Exercised**

- Compliance & HIPAA Analyst
- Safety Manager
- Compliance Assistant