



Clinical Quality Product Value Analysis Roles and Responsibilities

Director Supply Chain Management (DSCM)

- Participate in CQPVA Team meetings.
- Negotiate complimentary samples for trials (or coordinator).
- Coordinate sell down of inventory prior to new item being purchased.
- Ensure adequate information is given to purchasing and or/inventory for order of new item.
- Negotiate contract terms.
- Work with clinical leaders to ensure that CQPVA meetings are productive.
- Ensure that only approved new products are added to the hospital item master.
- Manage special orders to ensure product standardization and support CQPVA product review.
- Manage a consistent process based on policy for ordering products.
- Support group purchasing organization, and Supply Network initiatives.
- Develop effective working relationships with clinical leaders and physicians.
- Enforce Covenant HealthCare vendor management policy.

Clinical Quality Product Value Analysis Administrator

- Provide dashboard information and documentation to the steering and executive oversight committees.
- Ensure agendas, meeting minutes and team documents are managed by the CQPVA Team leaders.
- Primary contact for staff, physicians, and vendors to submit utilization and standardization opportunities, new clinical & commodity products, and technology introduced to Covenant HealthCare.
- Review all proposed CQPVA projects prior to being presented to respective teams.
- Compile data including financial analysis and samples necessary for CQPVA Teams to make informed decisions.
- Engage appropriate representatives in non-financial criteria development.
- Communicate information between CQPVA Teams.
- Serve as a liaison between CQPVA Teams, physicians and staff.
- Evaluate project initiatives & provide a forum for idea generation, strategy and barrier resolution.
- Demonstrate commitment & accountability to the CQPVA process.
- Ensure effective communication of all conversions.



- Evaluate products & new technology for quality, safety, and cost effectiveness.
- Make product standardization & utilization decisions, develop implementation plans and modify communication plans as needed.
- Support Covenant HealthCare's commitment to group purchasing organizations and alliances.
- Identify and involve key stakeholders early and often.
- Ensure and support education of new items as appropriate.
- Be prepared to assist in data collection, i.e., specific use of items.
- Determine appropriate areas for trials/validations.
- Track committee project initiative savings achieved and submit to the Steering Team.
- Attend meetings and complete assignments on time.
- Ensure completion of conversion checklist on approved items for Supply Chain Management.

Team Executive Sponsor

- Facilitate team meetings.
- Serve as a team representative on the Steering Team.
- Communicate and serve as a liaison for department directors/managers, and physicians if necessary.
- Serve as change agent(s) to ensure success of the organizational value analysis process.
- Ensure continued participation of CQPVA Team members.

Team Leader

- Present dashboard information and documentation to the Steering Team.
- Lead all CQPVA Team meetings.
- Ensure agendas, meeting minutes and team documents are managed by the CQPVA Team.
- Review all proposed CQPVA initiatives.
- With the team executive sponsor, present initiative recommendations to the Steering Team.
- Ensure completion of conversion checklist on approved items for Supply Chain Management.
- Mentor CQPVA Team members.

Physician Champion

- Provide clinical expertise regarding products and practice.



- Serve as a liaison with medical staff.
- Serve as a facilitator for physician work groups within the CQPVA Teams.
- Objectively review evidence based literature and practices.
- Facilitate and/or conduct clinical discussions with peers.
- Provide input for contracting and negotiation strategies.
- Promote efficiency and effectiveness within your organization by reviewing current practices and variations in practices with your peers.

Initiative Champion

- Work with CQPVA Administrator to manage initiative evaluation
- Assign tasks/data collection to appropriate staff with due dates and report results back to CQPVA team
- Follow up on assigned tasks to ensure timely completion
- Report any road blocks or barriers to initiative evaluation and or implementation
- Coordinate any clinical validations that are required
- Manage all documentation associated with initiative
- Report initiative evaluation results to the team for discussion on recommendation development
- Work with CQPVA Administrator and Team Lead to facilitate team discussion related to initiative
- Prepare Team Lead to present team recommendations to Steering Team
- Manage initiative implementation plan

Supply Chain Management Staff

- Coordinates contracting efforts with assigned CQPVA members and respective vendors.
- Support the group purchasing organization and Supply Network contracting initiatives.
- Leverage organization volume to negotiate contracts.
- Assure that all new products are properly loaded in Item Master.
- Identify special orders to ensure product standardization, support CQPVA product review, and refer identified orders to the CQPVA administrator and DSCM for evaluation.
- Provide ordering, receiving and distribution communication to appropriate staff.
- Reinforce use of contracted supplies.



Clinical Educators

- Assist in facilitation of evaluations/validations.
- Assist with in-services for new products.
- Provide feedback to CQPVA Teams on product performance.
- Develop product related education plans.