



Analyst, Research & Quality

*Research and Quality (R&Q) Business Unit
Exempt*

Reporting Structure:

The Analyst reports to the Director, Research and Quality (R&Q)

Qualifications

Bachelor's degree or equivalent experience required. Minimum of three years' experience in healthcare or related environment; or one to three years of experience and a related Master's Degree. Familiarity with quality measurement, data management, statistical analysis and/or fundamentals of research methodology preferred. Attention to detail and follow-through, ability to meet deadlines and successfully multi-task competing priorities is required. Candidate must be organized, able to work as a member of a team, and dedicated to technical accuracy with a strong analytical eye and attention to detail. Project management skills and experience with meeting facilitation is preferred; experience with publication in peer-reviewed journals and managing references electronically a plus. Demonstrated excellent written communication skills. Some weekends and travel required. Understanding of physician performance or some familiarity with healthcare environment preferred.

Key Responsibilities

- Under the oversight of the Director R&Q, supports the development of quality products, including clinical practice guidelines (CPGs) and clinical consensus statements (CCSs)
- Work with volunteer physicians and the Director of Research & Quality to support quality product member panels, including contacting potential panel members; communicating in email, conference calls, and in-person meetings; and maintaining notes and records of all meetings.
- Provide editorial and journal submission support for the quality product workgroup's manuscript(s).
- Support the Senior Manager, Quality Product Dissemination to develop materials for marketing quality products.
- Develop literature summaries to support members and the Research & Quality team efforts.
- Work with the Director and Senior Managers to coordinate the timeline and transition for quality products, including clinical practice guidelines, patient materials and quality measures.

Specific Duties

- Under the direction of the Director, Research & Quality, provides support for the guideline development process from workgroup recruitment to journal submission.
 - Work with AAO-HNS/F committees to identify workgroup participants
 - Contact external organizations to identify workgroup participants
 - Coordinate the timeline and schedule meetings with the direction of the workgroup leadership
 - Using electronic resources (e.g., EndNote, BridgeWiz, Microsoft products, SurveyMonkey) to support the workgroup throughout the guideline development process
 - Host the in-person meetings and teleconferences, taking minutes and providing support when needed

Please submit your resume, cover letter and salary, expectations through one of the following options:

- **Email:** Attach a Word document or copy and paste your cover letter and resume and send to employment@entnet.org.
- **Mail:** AAO-HNSF, 1650 Diagonal Road, VA 22314-2857 Attention: Human Resources
- **Fax:** 1-703-683-5100



- Work with the workgroup leadership for assignments, reminders, document editing and reference coordination
- Works in collaboration with AAO-HNS/F staff to plan for journal submission, messaging, patient materials, website updates and quality measure development.
- Develop surveys for peer review and public comment; track, organize and manage the comments received for review by staff and workgroup members.
- Develop correspondences, reports, articles for the AAO-HNSF's website, The *Bulletin*, The News, and other publications regarding research and guidelines.
- Represent Research and Quality on cross-functional team meetings.
- Staff AAO-HNS/F committees as assigned.
- May participate on an internal team, either through formal assignment, or on an ad hoc basis.
- Work collaboratively with other staff, committee leaders, and national efforts to continuously improve processes.
- Consistently demonstrate courteous, cooperative, and helpful behavior to all contacts, internal and external.
- Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either orally or in writing.

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