Analyst, Research & Quality

Research and Quality (R&Q) Business Unit
Exempt

Reporting Structure:

The Analyst reports to the Sr. Manager, Quality Product Dissemination (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, Quality and Performance Measurement, supports the development of quality products, including clinical practice guidelines (CPGs) and clinical consensus statements (CCSs)
• Work with volunteer physicians and Research and Quality team members 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 Sr. Manager, Quality Product Dissemination, provides support for the guideline development process from workgroup recruitment to journal submission.
  o Work with AAO-HNSF committees to identify workgroup participants
  o Contact external organizations to identify workgroup participants
  o Coordinate the timeline and schedule meetings with the direction of the workgroup leadership
  o Using electronic resources (e.g., EndNote, BridgeWiz, Microsoft products, SurveyMonkey) to support the workgroup throughout the guideline development process

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

Updated March 2019
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- Host the virtual or in-person meetings and teleconferences, taking minutes and providing support when needed
- 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.
- 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.