



AMERICAN ACADEMY OF
OTOLARYNGOLOGY-
HEAD AND NECK SURGERY

F O U N D A T I O N

Director, Reg-ent Registry
Research and Quality Business
Unit
Exempt

Reporting Structure

The Director, Reg-ent Registry reports to the Senior Director, Research and Quality Business Unit.

Qualifications

Bachelor's degree or equivalent experience required; Master's degree in related field preferred. Five to eight years' experience working in health care systems and/or physician practice environment, hospital, or other health care organization, or five or more year's management experience in a related position in a health care professional association is required. Demonstrated knowledge of the health care quality environment, including familiarity with Centers for Medicare and Medicaid Services (CMS) Merit-based Incentive Payment System (MIPS) quality program. Should possess education and experience in data management, statistical analysis, research methodology, and quality improvement commensurate with the responsibilities of the position. Resourcefulness, self-starting, excellent organizational, analytical and PC skills required. Must be proficient in higher-level desktop and Internet software functions. Requires strong leadership and managerial expertise, excellent oral and written communication skills, superior interpersonal skills and ability to work within cross-functional teams. Creativity, enthusiasm and a team focus, coupled with autonomy and self-confidence necessary. Attention to detail and follow-through essential. Needs demonstrated ability to meet deadlines and successfully multi-task competing priorities. Knowledge of health care reform legislation as it applies to clinical data registries as well as CMS quality programs and their implications for practicing surgeons. Demonstrated experience working effectively with physicians. Some travel required.

Key Responsibilities

- Provides direction and oversight for Reg-ent, the clinical data registry for the specialty
 - With oversight from the Senior Director, Research and Quality develops the registry strategic plan;
 - Provides direction for creation of the Reg-ent communication/marketing plan to ensure ongoing growth and participation in Reg-ent by AAO-HNS members
- Oversees the operational effectiveness of the registry and is responsible for developing and implementing strategies related to enabling members to be adaptive in an increasingly data-driven environment.
- With input from the Senior Director, Research and Quality, manages the technology partner for Reg-ent operations.

- Works with the Senior Director, Research and Quality in fully developing Phase II of Reg-ent which includes working with Reg-ent member practices on effective clinical data capture which enables practices to participate in research and clinical trials as identified by the Reg-ent data analytics partner.
- Provides leadership and strategic direction to associated staff; including hiring, training, performance management and professional development opportunities.
- Works closely with physician-led committees, providing background on quality issues relevant to the practice of medicine and guidance on possible plans of action. Engages volunteer members to commit time and energy to Reg-ent projects.
- Works cross-departmentally to build and implement quality-related resources that will help members navigate the changing health care environment.
- Remains knowledgeable with current and emerging trends in how quality issues will impact our members.
- Monitors and liaises with relevant agencies/organizations such as Physician Clinical Research Coalition (PCRC), the ACS Surgical Quality Alliance_(SQA), and the American Medical Association (AMA).
- Develops formal letters and comments on issues pertaining to quality programs and Qualified Clinical Data Registry (QCDR) initiatives.
- Works in collaboration with the Director, Quality and Performance Measurement to provide support for Senior Director, Research and Quality in meeting business unit goals.
- Works collaboratively with the Director of Quality and Performance Measurement on assessing plan for quality measure development and the measures portion of the annual self-nomination application
- Provides strategic direction and oversight to staff supporting the Reg-ent registry
 - Serve as staff liaison for the Reg-ent Executive Committee
 - Serves as the Reg-ent Quality Officer
 - Serve as primary liaison to agencies impacting clinical data registries (primarily CMS and ONC). Responsible for the annual registry self-nomination application process with CMS
 - Monitors and assesses the AAO-HNSF registry development process to ensure we are meeting the most current standards (CMS, ONC, 3rd party payers, etc.)

Specific Duties

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- Ensure timely and quality completion of all program deliverables.
 - Stimulate development of additional mechanisms for introducing, supporting, and expanding awareness of quality improvement within the specialty.
 - Provide input on summaries and analyses of CMS quality programs in the Medicare physician fee schedule proposed and final rules.
 - Maintain “state of the art” knowledge of research methodologies in health services research;
 - Develop and manage departmental budget.
 - Attend biweekly CMS PQMM calls.
 - Represent the Research and Quality Business Unit on Cross-functional team meetings as assigned
 - Manage other research and AAO-HNS databases, tools, and resources as assigned.
 - Participate in logistics and planning for Annual Meeting and other research and quality related events/meetings/calls as appropriate.
 - Oversee content development for the Academy’s website, The Bulletin, The News and other communications specific to quality and the Reg-ent registry.
 - Act as staff liaison for assigned committee(s).

- May participate on other internal teams, either through formal assignment, or on an ad hoc basis
- Consistently demonstrates 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.