



## Senior Director

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

### Reporting Structure:

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A member of the Executive Leadership Team, the Senior Director, reports to the EVP/CEO

The Senior Director oversees the Academy's involvement in medical society research and quality activities. The Senior Director ensures optimization of research and quality products including the Reg-ent data registry, research study design and analysis, the Clinical Practice Guidelines/Consensus Statement program, the CORE grants program; grants and funded initiatives; and committee projects and programming.

### Qualifications

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Bachelor's degree from an accredited college or university with an emphasis or concentration in healthcare, business, or related field. A Master's degree is strongly preferred. Significant supervisory experience required. Experience in research, healthcare technology, data analysis, research study design and deployment, clinical data registry development and operation, and quality and patient safety related activities with physicians, hospitals or other organizations/associations required. Requires working knowledge of the overall healthcare quality environment as well as other physician environment challenges such as physician quality measurement. Requires a basic foundation in healthcare agencies and organizations (e.g. AHRQ, NIH, CMS, ONC, FDA, AMA, ACS, etc.) and their research and quality priorities. A thorough understanding of health care financing and delivery systems, physician reimbursement, electronic health record systems and public reporting is required. Must have excellent interpersonal skills and the ability to represent the Academy's position and voice with outside organizations and other associations to further the Academy's mission and strategic goals. Excellent oral and written communication skills required. A motivated, energetic, talented and team-oriented candidate with a proven track record is strongly preferred. Accountability, attention to detail and follow-through essential. Must be able to work well with physician volunteers, Board members, executives, and staff, as well as with counterparts at other organizations. Some travel may be required. Some evening conference calls and weekend meetings required.

### Key Responsibilities

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- Manage the day-to-day operations of the business unit.
- Provide leadership and direction to associated staff; including hiring, training, performance management and professional development.
- Accept responsibility for and champions organization's mission, vision, and values, and strategic direction.
- Develop and manage budget(s) and budgeting processes.
- Ensure the organization's objectives and business strategies are translated into division's operational plans.
- In conjunction with the Director, Reg-ent, oversee the continued development and ongoing operations of the Reg-ent clinical data registry including the associated technology partnerships.
- Provide appropriate guidance to ensure Foundation's overall department goals are met.

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*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](mailto:employment@entnet.org).
- **Mail:** AAO-HNSF, 1650 Diagonal Road, VA 22314-2857 Attention: Human Resources
- **Fax:** 1-703-683-5100



- Provide appropriate guidance to ensure Foundation Research and Quality strategic plan goals are on track and integrated within the overall Academy plan.
- Provide leadership, direction, representation, and coordination with physician volunteers for various research and quality projects.
- Negotiates contracts relating to business unit relationships including but not limited to registry participation agreements, technology and software vendor agreements and work orders, and contracts with measure development organizations. Serve as primary point of contact with Foundation outside legal counsel for such contract review and negotiations.
- In conjunction with the Director, Research and Quality, provide budget/business/operational leadership to the CORE grants and the Clinical Practice Guideline programs; oversees the strategic direction for these programs
- Serve as a resource to Academy and Foundation leadership and staff regarding business unit activities.
- Serve as business unit leader and/or team leader for assigned organizational operations and Academy Committee responsibilities.
- Participate on the Executive Leadership Team (ELT) and vet issues affecting the operations of the Academy/Foundation.

### Specific Duties

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- Serve as senior advisor to Board and executive leadership.
- Supervise business unit staff and their activities.
- Attend meetings and conference calls in lead representative role for Quality and Patient Safety forum activities (e.g. CMS, AMA PCRC, SQA, , etc.) and coordinate with physician volunteer liaisons and associated staff..
- Maintain an in-depth knowledge of the prevailing issues in health quality.
- Develop and coordinate implementation strategies such that research and quality/patient safety and Clinical Practice Guidelines activities/products are disseminated broadly and are also used as a basis for other organization strategic priorities.
- Provide oversight with the Director of Reg-ent of relevant Academy data collection, registry and research projects.
- Provide leadership and oversight of a creative team of staff to continually develop and improve research and quality activities.
- Coordinate with physician volunteers and business unit staff, the development of research and quality content
- As appropriate, provide expertise for corporate support and fundraising initiatives to the Corporate Support and Development staff.
- Represent the Academy and Foundation to organizations and/or at meetings, as requested.
- Serve as staff liaison to assigned AAO-HNSF committees.
- May participate on an internal team, either through formal assignment, or on an ad hoc basis.
- Consistently demonstrates courteous, cooperative and helpful behavior to all contacts, internal and external.

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- 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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