



JOB TITLE: Project Analyst, Performance Improvement

BACKGROUND INFORMATION: Health care providers work hard to provide quality care to patients. Yet one in three hospital patients suffers a medical error or adverse event, and far too many die prematurely as a result. The Partnership for Patients (PfP) is an initiative of the U.S. Department of Health and Human Services to improve the quality, safety and affordability of health care for all Americans. The Essential Hospitals Engagement Network (EHEN) is America's Essential Hospitals' response to the government call for contractors to help implement the PfP in our nation's hospitals. The EHEN is a group of member hospitals that have signed on to reduce the occurrence of hospital-acquired harm or harmful events in 10 different practice areas.

POSITION SUMMARY: The project analyst will provide essential support for the EHEN teams as they transform into industry leaders in access and quality of care for millions of vulnerable Americans. The project analyst will support EHEN improvement coaches in the following ways:

- conducting hospital assessments
- analyzing individual and group data
- writing individual hospital reports
- developing recommendations based on data from (1) initial participant assessments, (2) site visits and (3) final participant assessments

PRINCIPAL DUTIES AND JOB RESPONSIBILITIES*:

- Support activities of the improvement coaches, including conducting assessments, analyzing data, developing recommendations, writing reports, and developing material for and supporting EHEN improvement activities, including training sessions
- Assist the improvement coaches with improvement activities with assigned hospital teams
- Collect, synthesize and analyze hospital site data
- Assist hospitals with data reporting; monitor timeliness of data reports
- Report on data findings to the improvement coach and EHEN leadership and staff
- Communicate with EHEN team members, including onsite participants as assigned, and across the Institute and America's Essential Hospitals
- Review literature on particular health-related topics and summarize findings
- Identify potential research topics arising from the project
- Prepare drafts of presentations and reports for project activities

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Documented experience with qualitative and quantitative research
- Proven ability to summarize data and clearly communicate findings verbally and in writing

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- Demonstrated ability to manage complex projects, including a proven ability to work within organizational processes, implement your own processes as appropriate and manage time effectively
- Ability to work in small groups and engage a larger audience for participation when appropriate
- Excellent written and verbal communication and analytical skills
- Demonstrated knowledge and understanding of research methods
- Excellent computer skills including ability to extract data from external and internal data sets and create graphs for data presentation
- High degree of proficiency with Microsoft Office Suite (must be proficient in Excel, Word and PowerPoint); experience using Access and Excel preferred

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

- Master's degree in public health, health care administration, public policy or social policy research discipline, plus a minimum of 2 years of related work experience

ESSENTIAL CHARACTERISTICS FOR THIS POSITION INCLUDE:

- Strong quantitative ability to skillfully translate quantitative data and clarify the “what” and the “why”
- Strong analytic capability to organize qualitative data and identify patterns and trends
- Great organizational skills to track necessary details and effectively disseminate information
- Proactive and reliable in accomplishing assignments from start to finish
- Good project management skills with ability to achieve desired result within time and resource constraints
- Communicates effectively with team members, America's Essential Hospitals colleagues and external stakeholders
- Displays positive customer service attitude and ability to work as a team player
- Ability to work independently but also collegial and collaborative, seeking/respecting other viewpoints and willing to share own insights
- Ability to shift gears and reprioritize as needed
- Ability to initiate programs/ideas to improve department goals and the association in general
- Demonstrates good judgment on behalf of members and association
- Able to gain appropriate level of respect from other association employees
- Must be available to travel to facility sites as needed; travel anticipated to be approximately 25 percent of time

Salary/Benefits:

Position title and salary are commensurate with experience and includes a generous benefits package.

America's Essential Hospitals is an equal employment opportunity employer and values diversity in its workforce.

How to Apply:

Send resume, cover letter, and salary requirements via email, in MS Word or PDF format, to careeropty@essentialhospitals.org.