



Analyst, Research and Quality

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

Reporting Structure

Analyst, Research and Quality reports to Director, Quality and Performance Measurement **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 products including clinical practice guidelines, expert consensus statements, quality measures preferred. Project management skills and experience with publication in peer-reviewed journals and managing references electronically a plus. Candidate must have excellent organizational skills, including the ability to work on multiple projects simultaneously, attention to detail and follow-through. Ability to operate effectively both independently and within a team environment to manage competing deadlines. Demonstrated excellent written communication skills.

Familiarity with different systems including Microsoft Office suite, social media, and ability to pick up new technologies quickly. Understanding of physician performance or some familiarity with healthcare environment preferred. Some weekends and travel required.

Key Responsibilities

- Works with the Senior Manager, Research and Quality and the Director, Quality and Performance Measurement to support the development of quality products, including clinical practice guidelines (CPGs) and expert consensus statements (ECSs).
 - Work with volunteer physicians, 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.
 - Coordinate literature searches with an external search strategist, facilitate review of literature search results, and develop literature search summaries to support panel members.
 - Provide support for any data collection tasks, including but not limited to survey programming, data cleaning, and public comment.
 - Provide editorial and journal submission support for the quality product workgroup's manuscript(s).
 - Support the Senior Manager, Research and Quality to develop materials for marketing quality products.
 - 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.
 - Position will manage work associated with Foundation grants program and/or lend support in project work associated with research-related committees.
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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.
- **Mail:** AAO-HNSF, 1650 Diagonal Road, VA 22314-2857 Attention: Human Resources
- **Fax:** 1-703-683-5100

Updated November 2021

Specific Duties

- Provide support for the guideline and consensus statement development process from workgroup recruitment to journal submission.
- Work in collaboration with AAO-HNS/F staff to plan for journal submission, messaging, patient materials, website updates and quality measure development.
- Develop correspondences, reports, articles for the AAO-HNSF's website, The *Bulletin*, OTO 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 require some evening calls and weekend meeting participation in support of committees and guidelines/consensus statement development groups.
- May participate on an internal team, either through formal assignment, or on an ad hoc basis.
- Work collaboratively with other staff, external contacts, AAO-HNS/F members, 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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