RUSH UNIVERSITY MEDICAL CENTER

JOB DESCRIPTION

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| **Job Title:** | Associate Director of the Chicago Quality Consortium | **Job:** |  |
| **Reports To:** | Executive Director | **Position:** |  |
| **Department:** | Breast Cancer Task Force | **Job Grade:** |  |
| **Accounting Unit:** | 9160-920-28 | **Date** | 8/29/18 |
| **FLSA Status: Exempt or Non-Exempt** | Exempt |  |  |

The Metropolitan Chicago Breast Cancer Task Force (the Task Force) presents an exciting opportunity for an Associate Director of its Chicago Quality Consortium. The Metropolitan Chicago Breast Cancer Task Force (Task force) is a not-for-profit sitting on the Rush University Medical Center campus whose mission is to save women's lives by eliminating health disparities in Illinois, through the lens of breast cancer. We address women's health holistically with the goal of eliminating inequities in prevention, screening, diagnosis, treatment and survivorship for all women. The organization takes a multifaceted and community involved approach to addressing this disparity. **A central hypothesis to this endeavor is that lack of access to high quality care is a key driver of this disparity and that quality improvement is critical to reduce disparities.**

The Chicago Quality Consortium (Consortium), is a healthcare collaborative, organized by the Task Force. The Consortium works with expert advisory healthcare providers to develop consensus quality metrics and collects such quality data from area providers. Each participating provider receives their own site(s) specific report(s) that outline any areas of deficit with recommendations for improvement. Such data along with other research helps us identify interventions to reduce health inequity and healthcare disparities.

The ideal candidate will be a self-starter, focused, and mission driven.

**Job Summary**: The Associate Director, working with the Executive Director, is responsible for developing a strategic plan for the Quality Consortium. The Associate Director works to involve all Metro area hospitals and medical institutions in the efforts of the Consortium. Central to this role is a broad understanding of the Chicagoland healthcare system, quality improvement as a tool to improve the healthcare system, and healthcare policy along with a deep understanding of healthcare disparities. The Associate Director is responsible for all Consortium deliverables.

**Job Responsibilities: General**

* Collaborates with the Executive Director in developing a strategic vision and implementation plan for the Quality Consortium
* Assesses the efficacy of the current Consortium quality measurement and improvement programs and researches methods for improvement with a sharp eye on the ultimate goal of improving health outcomes and reducing mortality and morbidity disparities
* Is conversant with the complete scope of the Consortium activities and ensures that all projects are appropriately managed and grant deliverables achieved.
* Is knowledgeable on and keeps abreast of current developments in health care disparities research and quality improvement efforts
* Serves as a liaison on behalf of the Consortium, participating in speaking events and attending events as needed
* Supervises the Consortium staff and any interns performing work for the Consortium

**Quality Consortium**

* Oversees the collection of quality data related to breast cancer screening, diagnosis, and treatment.
* Engages staff from participating institutions to ensure appropriate understanding of the project aims and process.
* Designs, manages and evaluates study protocols, IRB submissions, surveys, sample selection and analysis.
* Disseminates information on events, seminars and lectures for collaborating/partnering organizations ensuring that data is easily and readily available to as many interested individuals as possible.
* Works with Consortium steering committee and advisory boards to establish and refine quality metrics for collection relating to breast cancer screening, diagnosis and treatment
* Assists in the development of strategies for quality improvement based on data and process analysis.
* Engages in literature review to ensure that the Consortium projects are up to date and operating under current knowledge of the state of disparities and breast cancer screening and treatment
* Identifies opportunities for funding for the Consortium projects and writes grants to support this work
* Oversees and actively pursues project result dissemination in the form of presentations, conference abstracts and peer reviewed publications.

**Data Coordination & Evaluation**

* Coordinates various data related to breast cancer, disparities and capacity from governmental and nongovernmental entities
* Leads efforts in organizing and coordinating relevant research

**Other Responsibilities**

* All members of the office assist in large organization projects and events
* While this position is within the Consortium project, assistance and interaction with other Task Force projects is likely

**Required Job Qualifications: Position Qualifications Include**:

* Master’s degree in Public Health or related field required.
* 5 years of experience required.
* Excellent oral and writing skills.
* Experience with grant writing, project management, and project design.
* Ability to strategize and understand the healthcare system globally
* Qualitative research skills including interviewing and analysis of such interviewing or focus groups
* Passion for social justice and healthcare inequity reduction is essential

**Preferred Job Qualifications:**

* PhD in a relevant field a plus.
* Quality Improvement experience and/or training preferred.
* Understanding of health disparities
* Experience in public health program management, healthcare operations, healthcare IT systems, and data analysis and evaluation preferred. Proficiency with Statistical Software such as SAS/SPSS or STATA required, and Access data bases, Arc-GIS or Tableau preferred

**Physical Demands:**

* Typing and light office work, ability to travel to a variety of locations

**Competencies:**

* Microsoft Suite – word, excel, power point
* Project Management
* Grant writing and reporting
* Evaluation
* Scientific literature review

**Disclaimer:** The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.