

Ohio Chapter, American Academy of Pediatrics (Ohio AAP)

Putting passion and ideas into action to educate and advocate on behalf of Ohio's children

Position Description: Program Manager/Practice Transformation Coach

About the Ohio AAP

Beyond merely a pediatric membership organization, the Ohio AAP has been a leader in programming, advocacy, and child health for over 85 years as the strongest network of education and advocacy for pediatrics in the state. The Ohio AAP encompasses 3,000 Ohio pediatricians and residents who are enthusiastic and committed to pediatrics, last year alone we directly impacted over 875,000 children through our programs and reached over 250 million people nationwide in our awareness campaigns.

About the Team

We are a close-knit staff who are all focused on child health and supporting pediatricians who serve Ohio's children and families. We are self-starters who are accountable for our own outcomes. We are problem solvers who keep the needs of our members and Ohio's children on the forefront of our minds.

About the Position

This position utilizes program management and evidence-based approaches to facilitate Quality Improvement methodology and tools within pediatrics practices and systems. The Program Manager/ Practice Transformation Coach is accountable for facilitating the implementation of practice baseline assessments, reporting measures and ongoing facilitation and training of process improvement methodologies; achieving measurable outcomes and regular reporting to leadership. Programs under this position are smoking cessation/infant mortality and the management of atopic dermatitis. These quality transformation projects are subject to change. Trainings are both in-person and virtual with the goal being to achieve improved process and clinical outcomes and increased efficiency that results in improved patient experience and provider and health care team satisfaction.

About the Candidate

The successful candidate for this position will not only possess proven strong program management skills and quality improvement (QI) coaching, they will also operate with a passion for making a difference in all areas of child health. The candidate will also have a proven track record of building and maintaining long term professional partnership and relationships.

Where to Find Ohio AAP

OhioAAP.org

Facebook: AAP Ohio Twitter:@ohpediatricians

Linked-In: Ohio Chapter, American Academy of Pediatric

Essential Duties and Responsibilities:

- Recruit, retain, educate and train provider sites (on-site or virtual) quality improvement interventions and program content
- Coach providers in developing, implementing, monitoring, and tracking of improvement activities
- Provide technical support for (e.g., workflows, documentation and standard processes) to improve efficiency
- For enrolled practices, serve as the primary liaison, teacher, coach, and facilitator for practices participating in practice transformation activities and facilitate improvement toward measurable outcomes per the aims and key goals of each program
- Work with practices to understand quality results, and develop plans to improve
- Help staff modify clinical documentation and or process to ensure sustainability of changes
- Identify resources practices need to implement improvements
- Access and review practice data monthly
- Understand the processes and systems necessary to manage research studies and work with project team to develop plans, resources, educational materials and systems to ensure compliant, efficient and effective programs
- Collaborates effectively with Compliance, Grants Administration, IRB and other institutions as needed to effectively manage the program
- Stay current on federal, local and institutional research regulations by reviewing current publications
- Consults with and enables practitioners at each phase of improvement (i.e., setting goals, thought partnering and recommending strategies or innovations, and execution) by providing tools, trainings, guiding them through rapid-cycle tests of change, and assisting when obstacles arise
- Aids practices in *customizing processes* to fit their own situation and incorporating the changes into their day-to-day routines for increased likelihood of sustainability
- Draft manuscripts for publication on QI programs
- Coordinate and implement regional education trainings as needed
- Attend monthly staff accountability meetings to report results
- Assist with Chapter and Foundation events as needed
- Lead special projects and leader appointments by management
- Other duties as assigned

Education and Experience

Bachelor's Degree with 3-5 years project management is required

Experience in planning, developing, coordinating, and implementing comprehensive policy and systems in child health, along with experience in partnership development and coalition building is strongly desired

Knowledge of quality improvement methodologies, such as Model for Improvement, strongly desired

Compensation

This is a full-time salaried position, paid time off (PTO), retirement plan, health, vision and dental insurance.

How do I apply?

Send salary requirements in a cover letter and resume to:
edawson@ohioaap.org or Ohio AAP c/o Elizabeth Dawson 94-A Northwoods Blvd.,
Columbus, OH 43235. In-person inquiries and phone calls will not be considered.