



THE HEALTH CARE IMPROVEMENT FOUNDATION
Building Partnerships For Better Health Care

JOB DESCRIPTION

Job Title: **Director, Health Data Transparency**

Reports to: President, HCIF

Supervises: Project Coordinator (shared)

Effective date: October 2017

Job Summary: Under general direction of HCIF President and Board of Directors, develop and deliver HCIF programs focused on data transparency, quality measurement and payment reform, in collaboration with HCIF's partners and stakeholders. At present, this includes the role of convener for a multi-payer comprehensive primary care (CPC+) collaborative, direction of a public reporting website for Pennsylvania hospital performance, and leadership of HCIF's initiatives related to total cost of care measurement.

Main Duties:

- Design, plan, implement and direct multi-year collaborative projects. Guided by collaborative participants and national and local subject matter experts, establish goals, timelines and deliverables for each project. Incorporate evaluation and measurement methods and report progress and results to participants, funders, HCIF Board of Directors, and other stakeholders. Recruit and foster strong relationships with program participants. .
- Serve as a primary resource on measurement, data transparency and payment reform for HCIF stakeholders. Keep abreast of relevant news and journals, and informed about national and state regulatory developments. Work collaboratively with national, regional and state entities, including grantors and funders, to assure positive relationships.
- Prepare project and grant budgets. Accountable for managing expenses within budget limits and reporting to HCIF leadership and funders as requested. Negotiate and prepare contracts and program agreements with collaborative partners. Assure that timelines and deliverables are met.
- Direct project management through supervision of a Project Coordinator and oversight of project-specific contributions of other HCIF staff. Program deliverables may include collaborative meetings, educational events, webinars, conference calls, and related activities. Oversee design of engagement tools such as surveys, data collection forms and online resources. Assure accurate and timely communications. Direct data analysis, results tracking, and preparation of reports and presentations.
- Identify potential new funding sources and contract opportunities, and prepare grant applications and proposals. Serve as Principal Investigator for project and research grants as appropriate.

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- Serve as member of HCIF senior leadership team, and assist President and other staff in developing and executing HCIF's strategic and operational agenda. Attend and contribute to Board of Directors and Committee meetings and other senior-level partnership discussions.

Other Duties: As assigned

Qualifications:

- Masters-level preparation in healthcare management, data analytics, public health, or similar discipline.
- 7-10 years of experience in healthcare delivery systems, accountable care, health insurance, health services research, or quality data measurement. Current knowledge of provider payment models, care transformation strategies, and quality and cost measurement methodologies.
- Demonstrated technical, quantitative and analytic skills. Experience in performance measurement or measure development is a plus.
- Excellent facilitation, communication and presentation skills. Experience with multi-stakeholder collaboration a plus.
- Effective time management skills to juggle multiple projects simultaneously. Must be able to balance competing demands, meet all project deadlines and complete assignments promptly and responsively.
- Ability to function both independently and as a member of a team.
- Skill in building and maintaining positive relationships with partner individuals and organizations.
- Proficiency with Microsoft office tools, including Excel, Word, PowerPoint; and Adobe programs. Competence with software applications for statistics, graphing/charting, database management, survey design, and online presentations.

ADA Job Requirements:

- Physical Demands: sitting, standing, walking, lifting (up to 10 lb), stooping, bending, squatting, crouching, pulling, pushing, twisting head and neck, reaching.
- Communication Skills: writing, speaking, hearing, reading, interpersonal relationships, receiving instructions, giving instructions, ability to interact with co-workers and public on the phone.
- Intellectual Skills: short and long term memory, abstract reasoning, decision making, directing others, mathematical calculations.
- Work Situations: working alone, working as part of a group, working with the public, high speed performance, frequent deadlines, leadership skills, performing a variety of duties, performing some repetitive duties, operating office equipment (copier, fax, computer).
- Environmental Conditions: office environment.

Hours and Travel:

- Exempt full-time (37.5 hours/wk) position. Normal office hours 8:30 am – 5:00 pm, with occasional early morning and evening hours.
- Frequent local travel in Philadelphia with occasional travel throughout Pennsylvania. Travel to 2-3 national meetings / conferences per year.

Salary range: Negotiable. Incentive eligibility.

Send letter of interest and resume to Kate Flynn, President, at kflynn@hcifonline.org.

About the Health Care Improvement Foundation:

The Health Care Improvement Foundation (HCIF) (www.hcifonline.org) is an independent nonprofit organization that drives high-value health care through stakeholder collaboration and targeted quality improvement initiatives. We are dedicated to the vision of a responsive, coordinated health care delivery system that fulfills the needs of patients and consumers, and achieves better health. HCIF's approach engages multi-stakeholder resources to implement solutions that no market participant could achieve individually. Since its inception, HCIF has been recognized as an outstanding example of how advances in quality care can be achieved through large-scale collaboration.

Based in Center City Philadelphia, HCIF was founded in 1980 as an affiliate of the Delaware Valley Healthcare Council of the Hospital & Healthsystem Association of Pennsylvania (HAP), but has operated since 2003 as an independent 501(c)3 organization. The Board of Directors is composed of Pennsylvania leaders representing health systems, health payers, the business community, and the public health sector; plus two consumer representatives. HCIF maintains a staff of ten (10) professionals. The organizational budget is \$2.3 million, with 38% contributed from hospitals and health systems, 30% from government grants, 27% supported from corporate sources and payers, and the balance from foundations and individual donors.