

Health Science Specialist

Salary Range: GS 0601 09 (\$53,496 - \$69,539)
Houston Health Services Research and Development,
Center of Excellence
Michael E. DeBakey VA Medical Center

The Michael E. DeBakey VA Medical Center's Health Services Research and Development, Center of Excellence is actively seeking a highly motivated and skilled group facilitator for the research study entitled, "*Identifying and Delivering Point-of-Care information to Improve Care Coordination*". This individual will serve as a liaison between the study coordinating center and the data collection sites, via close coordination with the study's remote facilitator. In collaboration with the remote facilitator, this individual will carry out the principal data collection activities of the study, which involve numerous meetings and focus groups with clinical personnel and healthcare facility leadership. This position will be based in Houston, TX. The ideal candidate will be highly motivated, self-starting individual who can work independently, with limited supervision.

Tasks and Responsibilities

- The role of the facilitator is to guide a team of primary care clinical personnel and its leadership through the design of performance indicators that assess the quality of care coordination amongst primary care team members, using the Productivity Measurement and Enhancement System (ProMES) as the principal methodology.
- The facilitator must be very familiar with the ProMES methodology.
- Serve as an effective meeting facilitator.
- Support the design team in navigating negotiations and constructive resolution of different opinions or viewpoints.

Principal Duties

1. Facilitates Performance Indicator Design
 - a. Recruits subject matter experts for design team and advisory team; recruits study participants for feedback intervention across multiple study sites
 - Assists with the identification of subject matter experts (SMEs) and the potential study participants
 - Assists with the creation of recruitment plans and corresponding materials including communications, consent, and tracking
 - Assist with the deployment of recruitment email invitations, follow-up strategies, and study awareness events
 - b. Coordinates design team, advisory team, and leadership approval meetings
 - Prepares the facilitation guides, presentations, and other meeting materials
 - Schedules meetings with stakeholders and sets up meeting logistics (Note: remote nature)

- Distributes meeting materials and instructions as needed
- c. Facilitates design team and advisory team meetings
 - Serves as a moderator and discussion leader in meetings where the performance indicator system is developed
 - Educates team members on the ProMES process
 - Walks team members through the ProMES development process
 - Supports the teams in navigating negotiations and constructive resolution of different opinions or viewpoints
 - Ensures meeting objectives are met within allotted meeting time frame
- d. Monitors and documents design team and advisory team activities to ensure study objectives are met
 - Documents team decisions made during meetings (i.e.' Objectives, Indicators, Contingencies, Coordination Information Needs, Recommendations for Point-of-Care aids, etc.)
 - Tracks and documents team progress during and between meetings; keeps meeting minutes
 - Summarizes progress to date at the beginning of each team meeting
- e. Writes reports summarizing the decisions and progress made by design team, advisory team, and leadership
- 2. Facilitates Delivery of Performance Feedback to Primary Care Teams
 - a. Develops feedback training session materials (e.g., presentations, agendas, exercises, handouts, instructions) for leaders, supervisors and primary care team members as needed
 - b. Prepares and sets up feedback training sessions for leaders, supervisors and primary care team members
 - Schedules meetings and sets up meeting logistics
 - Prepares and distributes meeting materials and instructions
 - Leads and/or facilitates feedback training sessions
 - c. Prepares and sets up feedback reporting meetings for primary care teams
 - Prepares and distributes meeting materials and instructions
 - Assists with meeting schedules and logistics
 - Facilitates feedback meetings if desired by the design team or partner with the design team leader to co-facilitate at initial meetings
- 3. Supports Timely and Successful Execution of Research Study
 - a. Confers with study team and site liaisons to determine the best recruitment practices for studies
 - b. Codes, evaluates, or interprets collected study data
 - c. Identifies study-related problems, informs study team of problems, and/or assists in problem resolution efforts
 - d. Adheres to scientific and procedural aspects of studies including standards of care, informed consent procedures, and/or documentation procedures; maintains required records of study activities
 - e. Complies with study protocols and with all relevant local, federal, and state regulatory and institutional policies

- f. Collaborates with investigators to prepare presentations or reports of study procedures, results, and conclusions as needed
- g. Conducts literature reviews, maintains reference database and assists with manuscripts and other publications as needed
- h. Other duties as required by the research protocol

Qualifications

1. Essential Skills

- a. Strong group facilitation skills (e.g., eliciting group discussion, listening, achieving consensus), especially with managerial or leadership types of positions
- b. Strong analytical, reasoning, scientific writing, and organizational skills are a must – this individual in this position will be dealing with data at a high level
- c. Strong interpersonal skills (especially for facilitation, interviewing and recruiting) also a must – this position requires interacting with others frequently from various clinician and leadership roles, at a moderately high level of complexity. Incumbent must be able to relate in a pleasant, business-like manner to patients, support staff, health care professionals, and leaders
- d. Strong telework skills, including excellent time management, communications and organization
- e. Proficient with technology-based communications tools (e.g., LiveMeeting, VTEL/Skype, SharePoint) to facilitate telework

2. Desirable Skills

- a. The ideal candidate will be well versed in the Productivity Measurement and Enhancement System (ProMES), though we will provide this training if needed.
- b. Proficiency in data collection tool (e.g.' focus group and interview techniques, web-based surveys, multimedia tools), or ability to learn these skills at a rapid pace is a plus.
- c. Must demonstrate adaptiveness and ingenuity to the demands that arise from the supervisor and/or the research protocols currently being executed.

3. Software Proficiencies

- a. The ideal candidate will be computer literate and highly proficient using Microsoft Office; he/she also should have experience with statistical software (such as SAS or SPSS), and with bibliographic management software

Education Required:

1. Minimum Required

- a. Bachelor's Degree in behavioral sciences, public health, organizational psychology, health administration or related field

2. Preferred

- a. Master's Degree in behavioral sciences, public health, organizational psychology, health administration or related field

Experience

1. Required
 - a. Three years job related experience is required including experience in group facilitation, qualitative data collection and analysis, and social science research
2. Preferred
 - a. Experience in the development of performance measures and clinical performance measurement systems.
 - b. Experience with the ProMES methodology highly desirable

Additional Qualification:

- Applicants must be a **United States Citizen.**
- Ability to work effectively as a member of an interdisciplinary team.
- Excellent interpersonal and communications skills in both written and spoken English.

Contact:

Interested applicants should e-mail resume and cover letter to Mr. Edward Pomer, HR Manager, HSR&D, CoE at Edward.Pomer@va.gov. Please reference "CREATESJH" in the subject line