Program Coordinator
Salary Range: GS 0601 09 – 11
VA Quality Scholars Coordinating Center
Center for Innovations in Quality, Effectiveness and Safety
Baylor College of Medicine, Houston, TX

INTRODUCTION:

The candidate will serve as the program coordinator for the VA Quality Scholars (VAQS) Coordinating Center located at the Houston Center for Innovations in Quality, Effectiveness, and Safety at the Michael E. DeBakey VA Medical Center (VAMC) in Houston, TX. The Coordinating Center is the organizational heart of a multi-institutional VAQS training program encompassing 8 VA sites across the US and Non-VA entities across North America participating collaboratively in quality scholarship, health services research and improvement, demonstration and development projects, and post-doctoral training activities. The purpose of the Coordinating Center is to develop and disseminate a fellowship curriculum and coordinate training activities for the VAQS fellows. VAQS post-doctoral fellows are doctoral-trained nurses and physicians who are undergoing a post-doctoral fellowship training program in the science, measurement, and improvement of health care quality.

MAJOR DUTIES:

Manages all activities of the VAQS program including development and management of timelines and plans for each objective in the training program:

- Assumes a leadership role in the administration of the training program and acts on behalf of the program leadership.
- Prioritizes tasks for training activities, fellow recruitment, and evaluation.
- Leads and facilitates weekly project meetings of the program leadership.
- Ensures goals are met and provides documentation of program activities according to the project timeline.
- Communicates with fellow and faculty members to answer questions, coordinate program activities and assist with delivery of educational materials.

Manage Overall Project Budget

- Uses the internal accounting system to manage project budgets.
- Assists the director in budget planning.
- Reconciles budgets monthly.
- Acts as a liaison with the grants management and business offices for budgetary issues.

Assist with Program Evaluation Activities

- Prepares information for formal program evaluation.
- Gathers narrative and numerical data on project objectives, fellow performance, and curriculum sessions.
- Assists with interpreting evaluation findings.
- Arranges data in formats required for review.
- Participates in preparation of annual reports.

Develop and Manage Policies and Procedures

- Manage all compliance and administrative program issues.
- Manage software licenses, services, contracts, consults, and compliance with VA Office of Academic Affiliations recruitments for VAQS contract.
- Ensure compliance with all broader VA and intra-office policies and procedures.

Maintain Personnel-Related Issues

- Supervise, schedule, and direct the activities of VAQS interactions with each of the VAQS sites, fellows, and faculty.
- Engage in performance management of program activities and reports to VA Office of Academic Affiliations.
- Interview candidates and participate in selection of positions related to the Coordinating Center and program sites.
- Manage payment of contract personnel including draft of invoices and scope of work documentation.
- Ensure effective communication between all Coordinating Center personnel and individual VAQS training sites.

REQUIRED QUALIFICATIONS:

- Master's Degree in Behavioral Sciences, Public Health, Organizational Psychology, Health Administration or related field.
- 2+ years of experience with education or research program coordination.
- Applicants must be a United States Citizen or U.S. permanent resident.
- Ability to work effectively as a member of an interdisciplinary team.
- Excellent interpersonal and communications skills in both written and spoken English.
- Proficiency with a range of electronic media for communication, instruction, and development of educational materials

CONTACT:

Interested applicants should e-mail resume and cover letter to Ms. Arin Wooten, Program Support Assistant, Center for Innovations in Quality, Effectiveness and Safety at Arin.Wooten@va.gov .

Please reference "Program Coordinator" in the subject line.