

Health Science Specialist, GS-9
(Program Coordinator for HPEER Coordinating Center)

SUMMARY

Funded through the VA Office of Academic Affiliation (OAA), the Coordinating Center for the Advanced Fellowship in Health Professions Education Evaluation and Research (HPEER) at the Michael E. DeBakey VA Medical Center (MEDVAMC) and located within the Center for Innovations in Quality Effectiveness and Safety (IQEST), functions at a national level to deliver a coordinated program in educational leadership, health professions education, program evaluation and educational research. The purpose of the HPEER Advanced Fellowship is to develop experts who will advance healthcare education through practice, inquiry, and improvement, leading to enhanced training and education of healthcare providers for VA and the Nation. As the program coordinator for the HPEER Coordinating Center (CC), the incumbent will coordinate the curriculum, develop training materials, and be responsible for overall program administration for the Coordinating Center. The HPEER Coordinating Center is a newly funded program. The incumbent has the opportunity to bring creativity and innovation to develop a novel training and research program from inception.

Major duties: Develops and manages all activities for the HPEER CC. Duties include developing education and training materials, curriculum delivery, coordinating educational research, and conducting various administrative tasks to ensuring program goals and objectives are executed at high quality and on time.

Curriculum:

- Assists with the development and implementation of the national curriculum
- Develops training materials and educational resources, including pre-work, slides, and materials for other learning opportunities
- Creates/maintains standard operating procedures for curriculum development and delivery
- Plans timelines and establishes milestones for the curriculum
- Works with faculty/fellows to identify curricular topics that align with program competencies
- Ensures logistics, syllabi, and presenters for curriculum are in order
- Manages educational content management system (i.e., BlackBoard)
- Collaborates with HPEER faculty & Leadership to identify continued learning opportunities and provide solutions for knowledge expansion
- Creates curriculum based on the best knowledge in the field of health professions education, as well as ongoing education to maintain identified core competencies
- Instructs learners in specific content area and teaches the material in person and/or online
- Leads online discussions of the course material

- Attends and contributes to weekly coordinating center and journal club meetings
- Serves as curriculum team leader and acts as a resource for other members of the team

Program Operations:

- Creates/maintains standard operating procedures for HPEER CC
- Assumes a leadership role in the administration of the training program and acts on behalf of the program leadership (director and co-directors).
- Ensures accomplishment and documentation of program activities according to the project time lines
- Leads, facilitates and contributes to team meetings
- Serves as a resource for site faculty
- Serves as the primary point of contact to VA Office of Academic Affiliations to develop an annual meeting
- Develops oral and written communication about the HPEER program
- Engages in performance management of program activities and reports to VA Office of Academic Affiliations
- Manages software licenses, services, and contracts/MOUs
- Works with HPEER fellows on program operations & curriculum delivery
- Manages educational research protocols through the Institutional Review Board (IRB)

Budget:

- Oversees project budgets
- Assists the directors in planning of new budgets
- Reconciles budgets monthly
- Liaison with the grants management and business offices for budgetary issues

Program Evaluation/Research:

- Oversees all program evaluation activities
- Creates/maintains standard operating procedures for collection of project data
- Plans timelines and establishes milestones for program evaluation
- Develops survey instruments and mechanisms to collect data
- Prepares information for formal program evaluation.
- Gathers narrative and numerical data on project objectives, trainee performance, and curriculum sessions.
- Assists with the interpretation of evaluation data
- Arranges data in formats required for review
- Participates in preparation of annual reports
- Manages program databases
- Collects and maintains fellow/faculty contact information, mailing lists

EDUCATION, TRAINING & OTHER REQUIREMENTS

- Experience with teaching and evaluation, educational research, curriculum design and delivery.
- Experience in coordinating research and/or education and training programs
- Must be a team player.
- Must be able to work independently.
- Master's degree in education, public health, epidemiology, health care administration, or some similar area of study required. Master's degree in health education or education, strongly preferred.

WORK SCHEDULE

- Full-time – 40 hours per week

HOW TO APPLY:

Please e-mail resume to Audrey Mendez, PhD, Re: Program Coordinator at Audrey.mendez@bcm.edu