

Position Description

Action Requested:	New position <u> X </u> Revised position <u> </u>	Date completed:	1/18/19
Prepared by:	Alisa Jackson	Phone:	

Note: Employees must be able to perform the essential functions of the job with or without reasonable accommodations. All individuals with disabilities are encouraged to seek reasonable accommodation.

1. GENERAL POSITION INFORMATION:			
CLASSIFICATION/JOB TITLE Research Associate		CLASSIFICATION/JOB # 2914H	
WORKING TITLE (IF OTHER THAN CLASS TITLE) Project Manager		EMPLOYEE GROUP RESEARCH	
POSITION NUMBER		FTE 1.0 FTE	
EMPLOYEE NAME		DEPARTMENT NAME/ORG NUMBER ORPRN/48601	
MISSION GROUP Research Central Services		SUPERVISOR & TITLE Maggie McLain McDonnell, Snr Program Manager	
MANAGER/DIRECTOR & TITLE Melissent Zumwalt, ORPRN Manager			

2. POSITION SUMMARY: <i>Provide descriptive statements which outline the purpose of the position.</i>
<p>Project ECHO (Extension for Community Health Outcomes) is a telementoring model that supports clinicians, clinical teams, and other healthcare professionals to expand their skills and knowledge in areas they would typically refer to specialty care. Program topics range from clinical topics, such as psychiatric medication management and addictions, to community health worker training and practice transformation. Each ECHO session includes a brief didactic presentation and offers practical, de-identified case-based learning.</p> <p>The Oregon ECHO Network (OEN) is a program within the Oregon Rural Practice-based Research Network. The OEN serves as a statewide utility for ECHO programs and services. The OEN provides ECHO programs in both a subscription model and on a contractual basis to health systems, health plans/insurers, medical associations, and other organizations looking to offer ECHO programming and services.</p> <p>The Oregon ECHO Network Project Manager will work closely with the Oregon ECHO Network Program Manager and the Oregon ECHO Network team. This position will support the planning and development of ECHO programs, from the proposal stage through implementation. This position will support specialist teams through the program and curriculum development process and ensure project deadlines are achieved.</p> <p>This position has flexible scheduling and negotiable for 80 -100% FTE.</p>

3. KEY RESPONSIBILITIES: <i>Essential functions indicate those key responsibilities that meet one or more of the following descriptors: (1) the position exists to perform the function, (2) the number of employees available to perform the function is limited, (3) the function is so highly specialized that the person is hired for his/her expertise or ability to perform the function. The percentage of duties must equal 100%</i>

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Key Responsibilities & Performance Standards	% Of duties	Essential Function (Yes/No)
Project Design: Independently interact with project stakeholders and sponsors; conduct study participant recruitment. Assists in the creation of new project proposals, pre-award planning, and project design. Requires content specific knowledge of public health/ population health issues.	35	YES
Project Management: Independent responsibility for planning and curriculum development for webinars, learning collaboratives, and ECHO programs. Responsible for report writing to sponsors and payers. Responsible for training student interns and junior staff. Requires ability to independently problem solve.	40	YES
Academic Dissemination: Scholarly support for PIs consisting of conducting scientific literature review, and drafting sections of manuscripts, abstracts, posters and presentations for academic audiences.	10	
Data Compilation and Analysis: Research and design readiness surveys, including needs assessments, survey design, structured interviews/focus groups, analysis of data; Requires training or experience in qualitative and quantitative data collection and analysis.	10	YES
Other activities as assigned	5	YES

4. SUPERVISORY RESPONSIBILITIES:

	Direct	Indirect
Number of employees this position supervises:	0	0
Job titles of employees supervised:		

5. FISCAL RESPONSIBILITIES: Select the item below that most closely matches the level of supervisory and fiscal responsibility:

	Monitors expenditures against departmental budget; prepares necessary documentation for supervisor review/approval; tabulates budgetary data, calculates figures, and checks for accuracy.
	Analyzes departmental budgetary data, verifies figures, and develops budget proposals; recommends allocation of budgetary funds.
	Has full responsibility for departmental planning, forecasting and final approval of budget. Indicate estimated budget amount: \$
X	None of the above.

6. QUALIFICATIONS:

As part of the qualifications requirement, the following Core Competencies are expected of all OHSU employees regardless of their position within the organization.

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Accountability:	Ability to establish mutual agreements that result in clear responsibility, taking personal action to accomplish an agreed result and assuming personal responsibility for the results of behavior and actions.
Integrity:	Actions are consistent with ethical values. Honest in communication and actions.
Diversity:	Honors the uniqueness of each individual, challenges stereotypes and promotes sensitivity and inclusion. Functions effectively and respectfully within the context of varying cultural beliefs, behaviors and backgrounds.
Respect:	Demonstrates consideration and appreciation for colleagues, clients and customers.
Service Orientation:	Seeks opportunities to improve the work and work environment to better meet the needs of internal and external customers.
Teamwork & Collaboration:	Works cooperatively and productively with others to achieve shared goals.
Communication:	Demonstrates the ability to convey thoughts and ideas as well as understand perspective of others.

Additional competencies listed below apply to employees in a leadership position.

Systems Thinking:	Ability to see and understand whole systems and how elements within systems relate. Works cooperatively with others to use appropriate systems strengths, knowledge and cooperation to improve performance.
Managing Resources:	Meets performance goals and budget targets. Effectively manages departmental resources. Understands OHSU's financial systems and uses them effectively. Demonstrates the financial acumen for managing budgets aggressively. Effectively manages vendor relationships to maximize contributions.
Change Leader:	Ability to act and provide leadership throughout the change process. Engages employees in the entire process and develops commitment for sustaining change.
Developing Organizational Talent:	Ability to recruit, retain and develop high performing individuals aligned with OHSU's goals and values. Completes performance reviews and development plans for all direct reports on time.

Qualifications	Required	Preferred
Education:	Masters Degree with major courses in relevant field and 3 years of relevant experience OR Bachelors Degree (4 yr) with major courses in field of research and 5 years of relevant experience.	None

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Experience:		2 or more years' experience working in public health and/or healthcare, including primary care and ambulatory settings. Experience with adult education/program development.
Job Related Knowledge, Skills and Abilities (Competencies):	<ul style="list-style-type: none"> • High-level computer knowledge and experience in Microsoft Office, with data entry skills. • Excellent interpersonal skills and the ability to deal credibly and effectively with senior institutional leadership, external collaborators, and ECHO faculty presenters • Strong organizational skills and ability to manage highly detailed projects • Knowledge and skills in project management systems and managing others • Strong verbal and communication skills • Works well in teams and fosters a team-work environment • Strong work ethic and self-starter • Strong customer service orientation • Strong analytical skills and ability to summarize data clearly and concisely 	<ul style="list-style-type: none"> • Experience in fundraising, developing new projects, and grant/contract development • Understanding of healthcare environment and willingness to continue building skills and knowledge in new areas • Passion for rural and underserved Oregonians
Registrations, Certifications and/or Licenses:		
Compliance:	<ul style="list-style-type: none"> - Code of conduct - Respect in the workplace - Applicable policies, procedures and agreements related to position, department or OHSU as a whole 	Not applicable

7. WORKING CONDITIONS: *This may include such items as work schedule, work location, travel and environmental exposures such as noise, human tissues/fluids or radiation.*

Monday-Friday days, .8 FTE.

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8. PHYSICAL DEMANDS & EQUIPMENT USAGE: *This describes the physical requirements necessary to perform the essential functions of this position. Example: Ability to carry and lift up to 50 pounds. Ability to stand for four continuous hours a day.*

9. SIGNATURES/APPROVALS:

My signature denotes that this position description is an accurate and correct statement of the essential functions, responsibilities and requirements assigned to this position.

	Type Name	Signature	Date
EMPLOYEE			
MANAGER/SUPERVISOR	Maggie McLain McDonnell		

Please attach a current organizational chart if available.

Forward the electronic copy of the Position Description to Compensation and retain the signed copy at the departmental level.