

Partners HealthCare System, Inc.

Job Title: Project Specialist/Programmer

Date: December 2014

FLSA Status: Exempt

Department/Unit/Section: Quality, Safety, and Value

Reports to: Senior Project Manager, Analytics & Reporting

General Summary/ Department and Program

Partners Healthcare is an integrated health care system founded by Brigham and Women's Hospital and Massachusetts General Hospital that offers patients a continuum of coordinated and high-quality care. In addition to its two academic medical centers, Partners includes community and specialty hospitals, a managed care organization, a physician network, community health centers, home health and long-term care services. The Partners Quality, Safety, & Value (QSV) department is committed to leading and supporting initiatives for improving the quality and safety of care patients receive across the Partners HealthCare System. QSV seeks experienced, creative, motivated and committed professionals who excel at working effectively with all levels of staff throughout the organization.

General Summary/Overview Statement

The Project Specialist/Programmer will join the Analytics & Reporting (A&R) Team within QSV. In this role, he/she will work to provide programming, data analysis, and reporting support for all partners-wide quality, safety, and value initiatives. This role requires working with multiple sources of healthcare data (ex: claims, financial, and clinical data) to meet both internal and external reporting requirements and support new initiatives. Projects range from simple programming and basic data manipulation/analysis to more advanced techniques. The Project Specialist will work closely with his/her team and a statistician to execute analytic plans and ensure accurate, valid, reliable, and timely results. Additionally, as new sources of data become available, the Project Specialist will be responsible for learning the data structures, writing queries, linking, and accessing data for manipulation and analysis. He/she must have a strong attention to detail and an in depth knowledge of data structure and programming. The work generated by QSV is critical to informing Partners-wide executive leadership and shaping internal and external system-wide goals. This is a unique opportunity for a highly motivated, deadline-driven, team player interested in the interface between data analytics, reporting and clinical quality and safety. The Project Specialist will report directly to the Senior Project Manager for QSV Analytics and Reporting. He/she will have close working relationships with the biostatistician, A&R team specialists, in addition to other QSV team members.

Principal Duties and Responsibilities

- Work with a variety of tools (ex: SAS, SQL, Access, Excel, Tableau, Visio, etc) to access data, write queries, run reports, manipulate, and analyze large datasets to meet the needs of Partners QSV
- Responsible for executing statistical analysis plans created by the statistician and/or QSV team managers
- Provide clear and organized written procedures to support workflow process, query design, etc to allow replication of work
- Retrieve, organize, and manipulate data from multiple sources (ex: databases and data warehouses). This will require basic and advanced programming to prepare data for statistical analysis.
- Responsible for completing thorough quality assurance procedures ensuring accuracy, reliability, and validity of work
- Collaborate with QSV A&R team to co-support projects, perform quality checks, and assist with meeting deadlines
- Support QSV teams as needed, including (but not limited to): data reporting, dashboard development, marketing updates, quality website data refreshes, evaluation of publicly reported data, proposed new measures, modifications to existing measures, etc.
- Assist with flow of data to/from vendors and affiliates, support updates/uploads, and QC data provided by vendors
- Support the development, modification, and validation of new and existing quality measures as needed
- Participate in training sessions as required to execute job responsibilities
- Assist with preparation and delivery of presentations as needed
- Provide learning opportunities for PHS staff through learning seminars on statistical methods/quality measurement
- Complete other special projects as needed

Qualifications

- The ideal candidate will possess a Masters Degree in Public Health, Epidemiology, Biostatistics, or Computer Sciences, with advanced education/training in data programming and/or statistics
- 2+ years experience working as a programmer/data analyst, preferably in a healthcare setting

- A minimum of 1+ yrs experience working with healthcare data is strongly preferred
- Proficiency with programming languages and statistical software (SQL and SAS) is required
- Must be an experienced programmer able to write complex codes and generate queries/reports with limited guidance
- Advanced user of Microsoft Excel, Access, Word, and PowerPoint is required
- Experience with data analysis and reporting, and working knowledge of data visualization software is preferred
- Strong understanding of data structure/integration and relational database design
- Some (2+years) experience working with integration of multiple data sources from databases/data warehouses
- A basic understanding of quality measurement and quality improvement methods is favorable

Skills/Abilities/Competencies Required

- Professional demeanor; maintain strict confidentiality, use a high level of discretion and demonstrate sound judgment
- Motivated, organized, detail oriented, and deadline driven
- Good problem-solving skills to identify issues and determine when to seek additional guidance
- Ability to set priorities, coordinate multiple tasks, and work well under pressure
- Ability to carry out responsibilities accurately and independently, as well as work effectively within teams
- Strong communication (oral, written, interpersonal) and organizational skills
- Ability to work with diverse audiences

Working Conditions

- A workstation will be provided in the Partners Needham office (desk, computer, phone, etc)
- Work is performed in a fast-paced office environment.
- Must have one's own, reliable personal transportation to Needham, the Prudential Center, Boston and other locations in the Partners network. Mileage, parking and expenses are reimbursed by Partners HealthCare.
- Ability to work periodically shifted hours before 8am or after 5pm

Supervisory Responsibility

No direct supervisory responsibility

Fiscal Responsibility

No direct fiscal responsibility