

## National Initiative for Children's Healthcare Quality

### Position Title: Project Manager

#### Organization:

Founded in 1999, the National Initiative for Children's Healthcare Quality (NICHQ) is an action-oriented organization dedicated to achieving a world in which all children receive the healthcare they *need*. A national organization with its home office in Boston, Massachusetts NICHQ also works with staff and faculty across the country.

**Job Objective/Role:** The PM ensures that the project achieves its stated goals and meets deliverables within the proposed timeline and budget as outlined in the project grant. Using standard project execution tools and templates, the Project Manager ensures that Project Teams and participants effectively work together to deliver quality services and products consistent with NICHQ standards. The Project Manager keeps the team moving forward, manages and executes the project timeline and work plan, and anticipates potential barriers to the success of the team. The Project manager works with the Project Director in overseeing Project Coordinator or other staff as part of the project maintaining team cohesiveness.

#### **Major Responsibilities:**

1. Understands project deliverables and works with Project Director and other internal and external stakeholders to ensure on-time and on-budget completion
2. Financial forecasting and financial management. Specific budgeting tasks include:
  - Manage external faculty and consultants: develop contracts, manage and evaluate faculty.
  - Sign off on all faculty billing
  - Approve project-related costs on subcontracts
  - Reconcile budget monthly based on reports from Finance
  - Sign off on and track invoices
  - Identify and brainstorm around red flags in budget
  - Notify Finance of outstanding expenses
  - Communicate with project team regarding status of the budget
  - Ensure Management Team is aware of any 'red flags' via monthly reports
3. Develop goals, agendas and materials to facilitate internal team meetings and external stakeholder calls with the focus of getting results and meeting timelines.
4. Complete funder reports in a timely fashion.
5. Manage communication plan for Project Director to key stakeholders not directly involved in the project
6. Ensure project information on the NICHQ website is kept up-to-date
7. Work with Continuing Education Manager to ensure that CME and Contact Hour requirements are being met and proper procedures are in place, as appropriate.
8. Coordinate preparation of marketing materials with vendors and marketing staff
9. Work with Project Coordinator to plan event logistics. Specific tasks include:
  - Set location for meeting
  - Create a timeline for the event based on Project Coordinator/Project Manager responsibilities.
  - Determine AV needs based on agenda and submit to Project Coordinator
  - Create a curriculum based on site working agenda
  - Manage the assembly process and distribution of

- Develop process for review of binders and materials with clear delineation for who and when
  - Assure process is followed for binder/materials editing and final copy
  - Troubleshoot with Project Coordinator when deadlines are not adhered to
  - Set deadlines for faculty submission with Project Director and Project Coordinator
  - Edit tools and project documents with Project Director and IA and submit final versions to Project Coordinator
  - Review all faculty presentations submitted for content with Project Director before they are inserted by Project Coordinator
  - Review final draft after edited by Project Coordinator and Reviewer Buddy
  - Review printer's proof before Project Coordinator submits final order
10. Upon request, join and/or provide input to proposal development team
  11. Upon request, join and or provide input to product design team(s)

### **Focus Areas and Specialized Skills**

Although Project Managers can expect to work on a broad variety of topics related to children's healthcare over time, NICHQ is looking for staffing for three major efforts; we request that your cover letter include areas of specific interest and any related specialized experience/knowledge you have.

#### **Sickle Cell Disease:**

A contract to serve as the National Coordinating Center (NCC) for the Sickle Cell Disease Demonstration Treatment Program (SCDTDP). The SCDTDP consists of 10 networks, each including a comprehensive sickle cell disease treatment program, one or more community health centers, and one or more community based organization. The NCC is responsible for supporting the activities of the sites to improve access, quality and coordination of care for persons (children and adults) with sickle cell disease. We will do so through creating a clinical registry, collecting other data and providing technical assistance predominantly by leading a quality improvement collaborative amongst the network sites. The PMs for this project should have interest, knowledge and experience addressing health disparities and working in a culturally sensitive manner with diverse populations. In addition, some specialized skills we are looking for include research/OMB/project transition experience, relationship management, learning collaborative experience, individual support for sites, and working in high visibility projects with congressional mandates. This award is for a four year contract.

#### **Health Weight Collaborative:**

NICHQ will lead a consortium of organizations to establish the Prevention Center for Healthy Weight. This Center, funded through the Affordable Care Act and operating through an 18 month cooperative agreement with the HHS Health Services Resources Administration, will plan, implement and manage nationwide Healthy Weight Collaborative. The Collaborative will guide and support the activities of trans-sectoral teams from at least 50 communities across the nation. These community teams will include at minimum community health centers and public health departments, as well as other groups and sectors. During the first six months of the project, the Center will develop a "change package" that will guide the later community work. During the second 12 months, the Center will lead an innovative implementation of a "Breakthrough Series" learning collaborative, adding distance learning and web based training to the traditional model.

#### **Newborn Hearing Screening:**

The purpose of this federal Maternal and Child Health Bureau supported initiative is two-fold: to increase the rate of appropriate and effective follow up for infants failing their newborn hearing screen and to enhance the capabilities of state Early Hearing Detection and Intervention (EHDI) programs to use quality improvement methods. To accomplish these aims over the next three years, NICHQ will convene in the initial 6 months an

expert panel to revise its existing change package for hearing screening follow up and subsequently conduct two consecutive national learning collaboratives with state EHDI programs and their state partners.

Some specialized skills we are looking for include Health Information Technology, website content development, health education/tool development, and advanced communication skills.

The PM may also be assigned to another project. NICHQ's major efforts also include complex, multi-stakeholder, national projects on a variety of topics such as:

- Medical Home
- Autism
- Obesity
- Children and Youth with Special Healthcare needs (Newborn Hearing Screening, Epilepsy)
- Perinatal care
- Health Information technology

**Preferred Qualifications:**

- 3-5 years of experience developing and implementing clinical improvement programs
- Demonstrated ability to identify issues and propose methodological solutions, synthesize analyses and develop recommendations based on findings
- Masters Degree preferred
- Health care experience, child health preferred
- Exceptional organizational skills, including setting priorities and schedules and structuring and executing analyses. Creativity, critical thinking, and problem-solving skills. Sound judgment and results-orientation.
- Excellent written and verbal communication and effective interpersonal skills.

**Salary** is commensurate with qualifications and experience.

**Benefits:**

Excellent benefit package, including health, short and long term disability, and other benefits.

**NICHQ is an Equal Employment Opportunity employer.**

**To Apply**

Please send cover letter and resume to: [nichqemployment@nichq.org](mailto:nichqemployment@nichq.org)

Subject: Project Manager, [insert where you learned of position]

NO PHONE CALLS PLEASE