

Senior Associate, REC (Program Development)

Reports To: Director, REC Program Management

Description

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for this position. Reasonable accommodations may be made, upon request, to enable individuals with disabilities, who otherwise meet the qualifications, to perform the essential functions of the position.

Job Summary:

This position will be responsible for aiding in the strategic development and implementation of projects to support the RI Regional Extension Center (RI REC) business goals. This will include the creation and implementation of customized training programs and educational curriculum development on a wide variety of healthcare topics designed for various audiences, including providers. The RI REC was formed from a federal grant program to advance the use of electronic health records (EHR's) throughout the state of Rhode Island. RI REC's mission has expanded and it is now our distribution channel for all RIQI provider programs and services. RI REC's goal is to assist all providers in Rhode Island through enrollment in RI REC programs, education, and training.

Role Focus:

- Defines project scope, goals, and deliverables that support the business goal of incorporating new projects and services into the Regional Extension Center.
- Supports the strategic development, drives the planning process and implementation for new Regional Extension Center projects.
- Plans, schedules, and tracks project timelines and milestones using appropriate tools.
- Drives REC program development and designs and develops customized trainings, educational curriculums, presentations, and related collateral.
- Consults with various RIQI departments and others to inform the content of the curriculum.
- Works directly with healthcare providers, REC members, and other stakeholders to promote behavior change and adoption.
- Supports the administration, evaluation, and improvement of new and existing education and training programs.
- Designs webinar and other training modules, including train the trainer.
- Conducts training sessions via lectures, webinars, etc.

- Regularly updates curriculum as required.
- Designs curriculum which is eligible for CME and other valuable credit.
- In coordination with the Manager/Director, identifies and aligns with appropriate partners in the creation and implementation of training programs.
- Performs other related duties as assigned.

Minimum Qualifications

Education and Experience

- Bachelor's degree in Healthcare, Business, Education or comparable professional experience.
- Minimum four years' experience managing projects.
- Experience creating and delivering training.
- Previous experience in healthcare technology services or related field.

Desired Competencies

- Self-starter, "can-do" attitude that is energetic and positive.
- Experience effectively prioritizing and executing tasks in a high-pressure environment.
- Strong organizational skills such as time, project, and resource management.
- Ability to work collaboratively and leverage resources.
- Excellent interpersonal, verbal, and written communication skills.
- Comfortable with public speaking, presentations, and classroom instruction.
- Relationship building and management.
- Strong analytical skills.
- Knowledge of Microsoft-based programs, particularly Microsoft Word, PowerPoint, Access, Project and Excel.
- Ability to perform as a team player.
- Represents Rhode Island Quality Institute in a positive manner to all stakeholders.

Licenses or Specialized Knowledge:

Experience in healthcare IT practices and possessing industry knowledge.

Supervisory Responsibilities:

None

Work Environment:

This position will work in normal business office conditions.

Physical Demands:

The tasks of this position are typical for working in an office environment. An associate is regularly required to perform tasks while sitting at a desk, using normal hand dexterity. Mobility is required, including standing, moving about, and sitting. Occasional travel out of the office for meetings, etc. may be required. Good vision is required, including both close and distant objects. Must be able to maintain a good attendance record.

Prepared By: Jennie Gordon
Date Revised: January 16, 2012

The statements contained herein reflect information necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

Rhode Island Quality Institute is an EEO/AA Employer.