



## **PQA POSITION DESCRIPTION**

**Title:** **Manager/Senior Manager, Performance Measurement**

**Supervisor:** Director, Performance Measurement

**FLSA Classification:** Full-time / Exempt

**Location:** Remote / Alexandria, VA (Hybrid)

### **OVERVIEW**

PQA, the Pharmacy Quality Alliance, is a national quality organization dedicated to improving medication safety, adherence and appropriate use. A measure developer, researcher, educator and convener, PQA's quality initiatives support better medication use and high-quality care. A non-profit organization with 240 diverse members across healthcare, PQA is a unique alliance in the industry. It brings pharmacies, health plans, health care providers, pharmacy benefit managers, biopharmaceutical companies, technology vendors, government agencies and others together to build consensus and collaborate to improve medication use quality.

The PQA Manager/Senior Manager, Performance Measurement provides support to a variety of quality measurement and other quality related activities. Working under the supervision of the Director, Performance Measurement, the Manager/Senior Manager contributes to performance measure development and maintenance; conducts literature reviews and synthesizes technical information; conducts quantitative analyses to support measure testing; provides technical support to licensees and users of PQA measures; provides project management support; develops materials for meetings and webinars; and works collaboratively across the organization to support PQA's mission.

This position offers an excellent opportunity to be a part of small, nimble team within a prestigious non-profit healthcare organization committed to optimizing health by advancing the quality of medication use.

### **RESPONSIBILITIES**

- Support Performance Measure Development and Maintenance
  - Conduct literature reviews and synthesize relevant clinical information to assist with decision-making
  - Conduct quantitative data analyses to support performance measure testing using administrative claims and other data sources, and present interpretations of results to internal and external audiences
  - Support performance measure technical specification and value set (e.g., National Drug Code, ICD-10) creation and maintenance
  - Summarize performance measure development and maintenance information such as subject matter expert input, clinical guidelines and literature, and quantitative testing results

- Provide technical assistance to PQA measure users by explaining performance measure logic, rationale, etc.
- Support PQA Stakeholder Engagement
  - Support the recruitment and engagement of PQA panels by drafting materials, reviewing applications, and corresponding with applicants and members via email
  - Create agendas, slides, and other information for webinars and convening events
  - Support the execution of webinars and convening events by presenting content, coordinating quality assurance, and other related tasks
  - Engage with PQA members and other stakeholders via email, virtual meetings, and in-person at PQA events, as appropriate
- Support Project Management and Execution
  - Track multiple project timelines and deliverables
  - Support meeting organization, material development, and note-taking
  - Assist in development of reports, status updates, and other deliverables
  - Other duties as assigned

## **QUALIFICATIONS AND EXPERIENCE**

### **Required**

- Education: bachelor's degree or higher
- 2+ years of experience in healthcare-related work primarily focused on performance measure development and health care quality
- Understanding of how performance measures are used in public and/or private sector healthcare quality programs (e.g., Medicare Part D Star Ratings, HEDIS)
- Experience developing or maintaining performance measure technical specifications
- Ability to gather, analyze, and synthesize information to support evidence-based performance measures
- Proficiency with Excel and ability to interpret data and perform ad hoc analytic tasks
- Experience using SAS for quantitative data analysis and management
- Proven technical writing ability
- Excellent oral and written communication skills with the ability to communicate complex measure-related topics to a variety of audiences
- Highly organized, efficient, and detail-oriented
- Self-driven learner with the ability to work independently and as part of a larger team
- Proficiency with the use of Microsoft Office applications, including Word, Excel, Outlook, SharePoint, Teams, etc.

### **Preferred**

- Public health or healthcare-related degree
- Professional certifications in project management (e.g., Certified Associate in Project Management), healthcare quality (e.g., Certified Professional in Healthcare Quality), SAS, SQL, or other relevant areas

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standard office environment

- Employee is regularly required to stand, sit, talk, hear and use hands and fingers to operate a computer and telephone
- Close vision requirements due to computer work

**TRAVEL**

Occasional travel to attend the PQA Annual Meeting, Leadership Summit, and internal team meetings.

**APPLY**

Sponsorship is not available.

Interested candidates should submit a letter of interest accompanied by a resume or curriculum vitae to [careers@PQAalliance.org](mailto:careers@PQAalliance.org).

This job description does not imply that the stated requirements are the only expectations for the job. Incumbents are expected to perform any other duties that may be assigned. PQA has the right to revise this job description at any time. PQA is an “at-will” employer and as such, neither this job description nor your signature constitutes any form of contractual agreement between you and PQA.

**EEO Statement**

PQA is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity, or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), military status, uniformed servicemember status, veteran status, or any other status protected by federal, state, or local laws. We are dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.