



*Optimizing Health by Advancing the Quality of Medication Use*

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## **PQA POSITION VACANCY**

**Title:** Research Analyst (Qualitative)

**Supervisor:** Senior Director, Research

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

**Location:** Flexible

### **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 250 diverse members across healthcare, PQA is a unique alliance in healthcare. 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 Research Analyst supports PQA's qualitative and mixed methods research activities. Under the leadership of the Senior Director for Research, the Research Analyst will work collaboratively with members of the research team to lead qualitative research initiatives and mixed methods studies; develop interview and discussion guides; conduct interviews; lead qualitative data analysis and synthesis of findings; and disseminate research findings.

This position offers an excellent opportunity to join an innovative and growing research team within a non-profit healthcare quality organization committed to optimizing health by advancing the quality of medication use.

### **ESSENTIAL RESPONSIBILITIES:**

- Design, implement, and evaluate surveys.
- Design and conduct interviews, guided discussions, and focus groups.
- Lead analysis of qualitative data, including thematic analysis, developing coding schemes, and maintaining data in qualitative data software management program.
- Conduct literature searches and evaluate study results.
- Pursue opportunities for qualitative research and design qualitative research plans.
- Ensure successful completion of projects and scopes of work, including deliverables, including meeting deadlines and deliverables.
- Design and disseminate reports and qualitative research products for external audiences.

- Other duties as assigned.

## **EXPERIENCE AND EDUCATION REQUIREMENTS:**

### **Required**

- Education: Bachelor's degree or higher in a discipline of social science (sociology, anthropology, social work), public health, or closely related field. Master's degree or higher preferred.
- Working knowledge and experience with survey platforms (e.g., Qualtrics, QuestionPro).
- Experience using qualitative research tools (e.g., NVivo, Atlas.ti, Dedoose).
- 2+ years of professional work experience.

### **Preferred**

- Proven experience conducting interviews with subject matter experts or groups, and synthesizing the information into meaningful analysis and prose.
- Prior experience in quantitative and qualitative research including patient interaction, thematic coding of qualitative data, survey design, administration, and quantitative analysis.
- Experience producing proposals, reports, and research products for external audiences and funders.

### **The ideal candidate should also have:**

- Strong verbal and written communication skills.
- Ability to articulate and translate complex and technical concepts to a wide variety of individuals and audiences.
- Self-directed learner.
- Ability to perform independently in a fast-paced environment under general supervision.
- Collaborative and supportive mindset.
- Highly organized, efficient and detail oriented.
- Committed to excellence, standards, and high-quality results.

## **PHYSICAL DEMANDS:**

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.

- 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.

## **WORK ENVIRONMENT:**

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

- Standard office environment

**TRAVEL:**

Occasional travel to attend local meetings and overnight travel during the PQA Annual Meeting and Leadership Summit.

**APPLY:**

Interested candidates should submit a letter of interest and resume to [careers@PQAalliance.org](mailto:careers@PQAalliance.org).

This position 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.