

Title: Educational Outcomes Specialist
Business Unit: Forefront Collaborative
Division: FC
Reports to: Senior Medical Director
Classification: Exempt

To apply, go to: <https://dwahcg.com/#careers>

Job Summary

Forefront Collaborative is an ACCME-accredited independent healthcare education company that engages, unites, and supports the best minds in healthcare in the pursuit of moving patient care forward. The Outcomes Specialist is an expert in statistical analysis of large data sets and reporting findings to internal and external stakeholders. Further, the Outcomes Specialist must be skilled at finding and interpreting scientific literature.

The Outcomes Specialist will lead the analysis of outcomes and evaluation data from prior and ongoing accredited, educational initiatives. For success of this role, the Outcomes Specialist will work with internal medical and analytics colleagues to support the ongoing refinement of databases and processes used for statistically analyzing metrics from educational activities. The Outcomes Specialist will, further, work with medical and business development colleagues to develop outcome reports to meet internal and external information needs.

Essential Functions

- Craft statistic and measurement strategies for analyzing and quantifying impact of accredited educational initiatives
- Analyze and interpret data as it relates to the educational goals and objectives
- Establish measurements for educational tactics
- Partner with business development colleagues to conceive and present outcomes demonstrating Forefront capabilities
- Partner with internal medical and business development colleagues to create materials in graphic and text formats to support obtaining independent educational grant funding
- Partner with project teams to monitor and ensure that the goals of funded initiatives are met
- Develop data analysis plans by articulating the goals of analysis using data from surveys and outcomes studies
- Disseminate results of educational impact analyses to medical, scientific, and educational audiences, such as through abstracts and articles
- Support content development colleagues in researching, editing, or developing language for educational materials
- Accountability for quality and accuracy of measurements and statistical analyses
- Maintain concise and effective communication to colleagues and stakeholders
- Maintain full compliance with accreditation, regulatory, and company requirements
- Demonstrate the company's core values: honorable, healthy, humble, hungry, and smart
- Other duties as assigned by management

Additional Functions

- **Travel**
 - When safe to do so and according to state and/or federal guidelines, this position may require overnight/weekend travel to select professional conferences or funders
- **Work schedule/hours**

- Works occasional nonstandard work hours in accordance with project needs, deadlines, deliverables, and urgent company requests
- For applicants local to Carmel, IN, work will be remote from a home-office until safe to return to a public, in-office setting. For this reason, applicants must have access to an internet-enabled, home office

Education and Experience

- Advanced degree in clinical, science, or education-related field
- A background in adult learning principles and accredited medical education is preferred
- Familiarity with professionally accepted standards of evidence-based medical writing and educational content development
- Knowledge of: ACCME accreditation criteria, various professional and industry codes (eg, AMA, ABIM, PhRMA) for interaction with healthcare professionals, and FDA, OIG-HHS, FTC regulations/ guidance
- Knowledge of and ability to adhere to AMA style, as well as to locate and follow appropriate association and journal style guides for abstract and article submissions as needed

Competencies

- **Behaviors and qualities of a professional and a lifelong commitment to professional development** as demonstrated by a strong ability to manage time, work in a collaborative way, adapt to change, act in a professional manner, manage stress, and demonstrate a service orientation
- **A passion for collaboration and teamwork** as exemplified by skills in group facilitation and listening
- **A commitment to conducting business per the highest ethical standards** as demonstrated by a strong knowledge of industry legal compliance guidelines and organizational ethics and demonstration of personal ethics and integrity
- **Ability to communicate effectively** as demonstrated by intermediate-level verbal skills, presentation skills, and creative, technical, and scientific writing skills; ability to influence and impact others through meaningful and persuasive delivery
- **Ability to apply the knowledge, skills, and abilities necessary to achieve continuous quality improvement** as exhibited by strong accuracy, problem-solving, quality management, and project-readiness behaviors
- **A wide range of healthcare-related industry expertise**, including experience with CME/CPD knowledge, clinical and scientific knowledge, and research and outcomes measurement
- **Vision and innovation** as displayed by a strong ability to think critically and creatively, engage in visioning, and approach business opportunities in an enterprising way
- Intermediate-level skills in computer hardware, Microsoft Office, information tools, and multimedia and presentation tools