



## Wisconsin Association for Perinatal Care

### Position Description

<b>Position Title</b>	Quality Improvement Advisor
<b>Work Location</b>	Remote; must reside in Wisconsin and have reliable internet access; please let us know if internet access is currently a barrier
<b>Reports to</b>	Executive Director
<b>FTE</b>	0.8 to 1.0 (32 to 40 hours)
<b>Salary Range</b>	\$55,000-\$60,000 at 1.0 FTE
<b>Benefits</b>	Health insurance, retirement, short and long term disability, paid family leave, and more
<b>Travel</b>	As needed throughout the state

**COVID-19 Policy:** Until further notice, all WAPC staff members are working from home. WAPC will not require any staff member to work in-person until that staff member feels safe to do so. WAPC provides a laptop and second monitor for staff home offices, as well as other materials as necessary to complete the duties of each position. We do not provide office furniture or pay for employee internet at this time. We will make every effort to be as flexible as possible to accommodate caregiving responsibilities, including K-12 online schooling, childcare, and illness related to COVID-19.

### Job Description/Summary

The [Wisconsin Association for Perinatal Care \(WAPC\)](#) is hiring an experienced Quality Improvement Advisor to support the missions of WAPC and the [Wisconsin Perinatal Quality Collaborative \(WisPQC\)](#).

This position is funded through a grant from the Centers for Disease Control and Prevention (CDC) through September 30, 2022, with the possibility of extending beyond that date if funding is available.

In this role, you will have the opportunity to make a significant impact on healthcare delivery and outcomes for mothers and infants across Wisconsin. This role is perfect for someone who enjoys being extremely organized, managing projects and volunteers, balancing deadlines, and keeping things flowing. The person in this position should be excited to contribute to anti-racist programming and QI work. A deep understanding of (or interest in understanding) how social determinants of health relate to clinical health outcomes is essential.

You will be joining a team that values collaboration, open communication, and efficient and timely completion of tasks and projects. We are a thoughtful bunch who enjoy working together.

WAPC strives to attract and develop individuals who reflect a broad spectrum of diversity, including racial, ethnic, gender identity, and socioeconomic dimensions. We believe that inclusion of diverse perspectives is essential to achieving long-term, systemic change. We explicitly seek applications from those who self-identify as coming from historically marginalized populations to enrich and elevate our equity-centered approach to problem-solving.

This person should be familiar with Quality Improvement Science, and interested in continuing to learn. WisPQC uses the Institute for Healthcare Improvement's (IHI) Model for Improvement as a guide for executing our initiatives. If the person in this role is not yet familiar with the Model for Improvement, we can explore training opportunities.

**This position will:**

- Plan and execute a series of webinars on stigma, bias, and trauma-informed care related to substance use disorder, specifically opioids. (Program Development)
- Manage quality improvement initiatives following the Institute for Healthcare Improvement's (IHI) Model for Improvement (Quality Coordination)
- Staff the Maternal, Neonatal, and Data Work Groups (Quality Coordination)
- Manage Life QI, including troubleshooting with teams (Data Analysis and Management)
- Lead data efforts within WisPQC, including measure development and data collection, validation, and visualization (Data Analysis and Management)
- Design and implement a variety of evaluation processes and procedures (Program Development)
- Contribute to regular internal team meetings (Competencies/Knowledge, Skills, Abilities)
- Develop skills related to QI and project management (Competencies/Knowledge, Skills, Abilities)
- Perform other duties as assigned

**Duties and Responsibilities**

- Program Development:
  - 1) Incorporates QI principles into development, implementation, and evaluation of initiatives and projects;
  - 2) Incorporates dimensions of equity in development, implementation, and evaluation of initiatives and projects;
  - 3) Provides leadership and education on the QI science to WisPQC and WAPC.
- Data Analysis and Management:
  - 1) Performs analysis of data related to QI;
  - 2) Evaluates reports for accuracy of data;
  - 3) Provides technical expertise in data analysis to WisPQC initiatives and WAPC projects;
  - 4) Compiles data and assists in developing reports for stakeholders.

- Quality Coordination:
  - 1) Provides QI perspective in strategic planning for WisPQC and WAPC;
  - 2) Develops and maintains relationships with QI leaders in Wisconsin and nationally;
  - 3) Participates in idea development and grant writing for QI-related funding opportunities;
  - 4) Represents WisPQC and WAPC at state and national meetings as needed.
- Other duties as assigned.

### **Competencies/Knowledge, Skills, Abilities**

- Knowledge of QI principals, processes, monitoring, and evaluation procedures
- Knowledge of QI data analysis
- Demonstrated experience implementing QI programs and projects
- Committed to maintaining expertise in QI science
- Very strong interpersonal, collaborative, and working relationship skills and proven ability to build networks and partnerships
- Effective facilitation skills with the ability to lead group discussions
- Takes ownership for and follows through on commitments
- Shares information both orally and in writing. Conveys ideas in a manner that engages others and helps them understand and retain the message
- Approaches problems and decisions methodically, objectively, and timely, involving others as needed
- Focuses on outcomes and accomplishments; motivated by achievement and a need for closure; has an attention to detail; is both efficient and effective in achieving a high level of measurable outcomes; persists in achieving goals despite obstacles.
- Supports the mission and values of WAPC and WisPQC; aligns actions around organizational goals; gives priority to organizational mission and value when making decisions
- Creates and supports an environment where improvement ideas, team-building, and creative thinking are encouraged to meet the organizational needs for process improvement
- Ability to work remotely

### **Required/Minimum Qualifications**

- Two to three recent years of experience in QI programs including program development, data analysis, and outcome reporting
- Microsoft Office suite (Outlook/Word/Excel/PowerPoint) mastery
- Experience with virtual meeting platform, e.g., Zoom, Webex, GoToMeeting, etc.

- Experience with QI data platforms, e.g., Life QI, Simple QI, etc.
- Experience designing and implementing program evaluation
- Experience creating compelling visual representations of data
- Experience establishing cooperative working relationships with a variety of persons and organizations/agencies

### **Desired/Preferred Qualifications**

- Formal training or certification in QI, e.g., IHI Breakthrough Series College (BTS), CPHQ, LEAN, Six Sigma, and/or other improvement methodologies

### **To Apply**

Submit the following to [wispqc@perinatalweb.org](mailto:wispqc@perinatalweb.org) with the subject: "QIA Applicant – Last Name, First"

1. Cover letter (saved as "Last Name, First – Cover letter")
2. CV (saved as "Last Name, First – CV")
3. Response to the following prompts (saved as "Last Name, First – Essays"; max 200 words each):
  - a. Why are you applying for this job?
  - b. What experience do you have with QI?
  - c. How do you plan to use QI address health disparities?

Initial review of applications will begin October 12, 2020. Position will remain open until filled.

**REVIEW OF APPLICATIONS EXTENDED TO OCTOBER 21, 2020.**