



Summary

AIRA is seeking a part-time public health consultant (PHC) to participate in a collaborative best practice development project. PHC must be subject matter expert (SME) with current or past experience working in an immunization program and have direct experience working with immunization information systems (IIS). Time commitment is variable based on project phase (see Scope below), but must be able to dedicate approximately 4-10 hours/week to this project. The candidate will need to attend three or four in-person meetings (location yet to be determined). The candidate will have the opportunity to work with a diverse group of SMEs in the IIS field. The PHC will work alongside CDC and AIRA staff, Business Analysts, and others while participating in a consensus making process that will develop best practice recommendations for the entire IIS community. The scope and key functions are described below. Please disseminate this announcement to all interested and qualified individuals.

Background

AIRA is a membership organization that promotes the development and implementation of IIS as an important tool in preventing and controlling vaccine preventable diseases. The organization provides a forum through which IIS programs and interested organizations, individuals and communities combine efforts, share knowledge, and promote activities to advance IIS and immunization programs. A strong, unified voice for standards, policy and funding, AIRA is a resource for data exchange standards development, information sharing, education and training. AIRA members are comprised of IIS and Immunization Program professionals at the state and local levels, registry vendors, electronic health record (EHR) vendors and other interested individuals and organizations. AIRA has worked for the last 15 years to foster knowledge sharing and peer-to-peer learning that benefit IIS at all levels of development. For more information about AIRA, go to <http://www.immregistries.org>.

AIRA's Modeling Immunization Registry Operations Workgroup (MIROW) has been developing best practice recommendations for IIS operations since 2005. The MIROW guidelines promote consistent operational practices across state and local IIS. Use of the MIROW guides lead to greater standardization and improved practices towards achieving the goal of a nationwide network of interoperable IIS. For more information about MIROW, go to <http://www.immregistries.org/mirow>.

Scope

The consultant will actively participate in a collaborative process with SMEs, PHCs, and Business Analysts (BAs) under the guidance of an AIRA project manager (PM) to develop MIROW best practices guidelines for the topic: **Business Continuity**. The primary focus of

this topic is business continuity for IIS programs as it pertains to resilience, recovery, and contingency planning for disruptions in IIS operations. AIRA is seeking a PHC that can dedicate a set amount of time to this effort for compensation.

Timeline

Estimated duration of project is approximately 15 months

Time Period	Average Estimated Hours per Week
June – August 2018	4-8
September 2018 – August 2019	5-10

Exceptions include weeks of travel for in-person sessions.

Duties & Responsibilities

- Actively participate, develop, and contribute in a collaborative process to develop best practices guidelines for IIS, including:
 - Attend three to four face-to-face meetings: 1) to participate in development of best practice guidance and collaborate with other PHCs and SMEs, and 2) to work with small group participants (BA, PM, and additional PHC) to further develop guidelines
 - Providing feedback to project work products (best practice guidance document, domain model, etc.) throughout the project
- Work with the BA, PM, and additional PHC to:
 - Finalize and confirm scope materials
 - Develop and confirm the domain model (terms and definitions)
 - Analyze, organize, and present materials from IIS community
 - Develop preparatory materials for the in-person SME meeting
 - Plan and organize the in-person SME meeting
 - Present and explain developed materials (scope, domain model, prep materials) to SMEs
 - Take detailed notes at the SME in-person meeting
 - Assist with the development of the SME in-person turn-around document
 - Participate and contribute in teleconferences and one-on-one calls to discuss specific issues
 - Develop draft content for selected sections and chapters of the best practices guide
 - Review all sections and chapter drafts
 - Communicate and coordinate feedback from SMEs
 - Present and explain developed materials (drafts of the guide) to SMEs
 - Analyze and develop solutions for the feedback received during internal reviews by SMEs
 - Analyze and develop solutions for the feedback received during external reviews by IIS community of practice
 - Assist with the development of the associated mini-guide
 - Assist with the communication and dissemination of final products

Qualifications

Must have current or past experience working in an immunization program and have direct experience working with IIS and more specifically with this topic. Prior experience working on a MIROW topic is preferred.

Knowledge, Skills, and Abilities

- Knowledge and expertise with:
 - both technical and operational aspects of immunizations and electronic health data, with expertise in the area of IIS
 - IIS business continuity as it pertains to resilience, recovery, and contingency planning for disruptions in IIS operations
- Ability to critically analyze a problem and develop and recommend solutions
- High level writing and communications skills, including the ability to communicate with both public health professionals and lay public in written communications, reports, articles, and other documents
- Experience with writing policies and/or training materials
- Ability to work as a team player while being responsible for individual tasks

Other Relevant Information

- This is a consultant position
- Benefits are not included
- The majority of work time is flexible; however, meetings during traditional work hours will occur and must be attended
- Some travel is required

To Apply

Applicants must complete and submit an application packet consisting of:

1. Cover letter - describe how the experience listed in the resume qualifies the applicant, based on the scope and skills described above and include an hourly consulting rate
2. Resume or CV
3. Writing sample

Send complete application package to Amanda Dayton, AIRA Business & Grants Manager, at admin@immregistries.org. Applications that do not include the requested information in the correct format may not be considered. Any questions about the position may be directed to Beth Parilla via email at bparilla@immregistries.org or phone at 202-552-5995.

Submission Deadline

Deadline for submission of applications is **COB, June 1, 2018**.