Program Evaluation Specialist
Consultant Opportunity

Background

The American Immunization Registry Association (AIRA) is a 501(c)(3) nonprofit membership organization that promotes the development and implementation of immunization information systems (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.

In 2018, AIRA began participating in the Immunization Integration Project (IIP). The purpose of the project is to increase immunization data quality and data use through collaboration, measurement, and technical support to improve IIS and Electronic Health Records (EHR) interoperability. Through this project, IIS programs will support the adoption of EHR products and practices that facilitate appropriate immunization functionality. This project will also provide a forum where IIS Programs can collaborate with stakeholders from the EHR and Health Information Exchange (HIE) communities to identify and determine solutions for common existing and new interoperability challenges.

AIRA's project will consist of the following activities:

- Convene and facilitate a collaborative of leaders from the IIS, EHR, HIE, and clinician stakeholder communities to identify, address, and implement solutions to improve immunization interoperability.

- Maintain, evaluate, and update an EHR testing and recognition program to promote and validate workflows and technology that strengthen interoperability between IIS and EHRs.

- Provide technical assistance (TA) to select IIS and EHRs to accelerate implementation of workflows, technology, and solutions that improve immunization interoperability and data quality.

- Conduct formal evaluations on the outcomes and impact of each of these components.

Collectively, these activities will advance the data quality and technical capabilities of IIS and facilitate reporting and information sharing. These proposed activities are critical steps

to ensure that immunization data are collected, exchanged, and utilized broadly to support clinical and population-based immunization coverage.

Job Responsibilities

AIRA is seeking a Program Evaluation Specialist Consultant with documented IIS and/or EHR experience to lead the effort to evaluate all components of the IIP. This position will join the IIP Team within AIRA and will lead the planning and implementation of evaluations to measure the effectiveness of the IIP. This position will collaborate closely with AIRA staff, and with the other partner organizations across the IIP.

The Contractor will develop the evaluation plan and tools to assess the IIP testing and recognition program and the IIP Collaborative; conduct the assessments; and summarize the findings. This will include:

- Developing a comprehensive evaluation plan.

- Gathering input and feedback on implementation activities.

- Developing process and outcome measures for success.

- Developing procedural methods to ensure that thorough and accurate data are collected.

- Providing clear and well-supported criteria and evidence for each finding and recommendation.

- Contributing to important decisions about the program's effectiveness, focus, and management.

- Building internal evaluation capacity with all full-time program employees and contractors.

AIRA is looking for a team player who will demonstrate drive and initiative. The successful candidate will possess a positive, optimistic attitude and have demonstrated problem-solving skills, a strong work ethic, and the ability to work independently in a fast-paced environment.

Summary of Duties:

Focus Area	Duties	% of time
Evaluation Development and Planning	- Lead development of all evaluation plans to assess current impacts of project and capture project performance and results. - Develop both process evaluation measures and outcome evaluation measures. - Engage full AIRA team and planning partners/ consultants to assist in evaluation effort. - Synthesize and summarize information from scientific literature to provide background and context. - Monitor the progress of assigned program objectives toward short and long-term goals and complete updates as requested/required. - Ensure the project produces the specified results in the workplan to the required standard of quality and within the timeline and budget parameters. - Provide oversight of evaluation program implementation including all activities, outputs, and outcomes related to development and execution of project plans, and project performance.	40%
Data Collection and Analysis	- Coordinate the planning and implementation of data collection, analysis, and documentation of findings from evaluations. - Collect data through various means, including surveys, interviews, data extracts, etc. - Explore the use of both qualitative and quantitative measures. - Provide technical assistance and training on data collection, management, and reporting. - Interpret data, analyze statistics, report findings, and disseminate as determined by team.	30%

Focus Area	Duties	% of time
Relationship Building and Representation	• Share project findings, as well as represent AIRA and the IIP Project, at scientific and trade conferences, meetings, and seminars. • Work with stakeholders to develop and implement evaluation plans for prioritized program areas. • Act as the primary evaluation contact person and liaison, ensuring the project is represented in national, technical, policy, and planning forums with key stakeholders. • Ensure the program aligns with AIRA's mission, vision, values and goals. • Represent the program's goals and objectives with broad stakeholders such as the Centers for Disease Control and Prevention (CDC), Office of the National Coordinator (ONC), Centers for Medicare and Medicaid Services (CMS) and others.	15%
Report and Technical Writing	• Coordinate the implementation and reporting of assigned program evaluation measures, including comprehensive assessments. • Complete all reporting on evaluation measures, implementation, and outcomes. • Draft additional documentation as needed.	10%
Other	• Other duties as assigned.	5%

Knowledge

The ideal candidate will have knowledge of the following areas:

1. Broad knowledge of best practices in program evaluation principles and techniques.

2. Working knowledge of immunization information systems and/or electronic health records (EHRs) functions and capabilities.

3. Working knowledge regarding the exchange of immunization information.

4. Cursory understanding of the software development lifecycle and large database management.

5. Some working knowledge of immunizations and/or immunization data exchange.

Experience & Qualifications

- Minimum of 2 years of increasingly responsible professional experience as a program evaluator or research analyst.

- A bachelor's degree in a related field (public health, health administration, computer science, informatics, etc.) is a minimum requirement. A master's degree in public health, health administration, or a related field is preferred.

- Prior work experience as a team member in public health, clinical health, healthcare or information technology, and experience working directly with EHRs or IIS highly desired.

Ability to:

- Assimilate and share evaluation information and data clearly for multiple audiences.

- Identify limitations of one's evaluation expertise and devise methods for acquiring additional evaluation knowledge when necessary.

- Understand and resolve complex issues across multiple systems.

- Assure efficient and timely completion of program projects and activities.

- Maintain sensitive data in a confidential manner.

- Change direction and re-prioritize in response to evolving situations.

- Delegate tasks and train others when needed.

- Prioritize conflicting needs; handle tasks and requests expeditiously and proactively; and follow-through on projects to successful completion, often with deadline pressures.

- Demonstrate interpersonal skills such as diplomacy, patience and politeness.

- Emulate the style, philosophy, and persona of the organization with a positive and professional approach.

- Establish and maintain cooperative and effective working relationships with others and coordinate across groups of people.

- Work independently with little or no supervision.

- Work in a remote/virtual office environment.

- Travel (approximately 3-4 times a year).

- Pass a background and reference check.

Possess:

- A passion for public health and the immunization field.

- Working knowledge of evaluation techniques and tools.

- A solid track record of meeting deadlines and being responsive.

- High level writing, editing, and communications skills, including the ability to communicate with both health professionals and lay public in both verbal and written communications, reports, articles, and other documents.

- Change management skills, including the ability to build strong relationships.

- Outstanding time management skills.

- Initiative to conceive, test and implement new ideas to improve the success of the organization.

- A valid driver's license.

- Expert knowledge of Microsoft Word, Excel, Power Point, Outlook, OneNote, etc.

Other Relevant Information

- This is a contracted position without benefits.

- Headquarters are in Washington, DC, but this position will work remotely (telecommute).

Application Process

Applicants must complete and submit an application packet consisting of:

1. AIRA Job Application

2. Cover letter

3. Resume

4. Writing sample – applicants must submit an original writing sample that demonstrates examples of process or outcome evaluation measures.

All forms must be compiled into one electronic document and submitted in PDF FORMAT ONLY. Title application as follows: *Program Evaluation Specialist – [applicant's last name] October 2020.* Electronic applications will only be accepted for this position. Send complete application package to admin@immregistries.org. Applications that do not include the requested information in the correct format may not be considered.

Submission Deadline

The deadline for the submission of applications is Friday, October 9, 2020. Consideration of applicants will begin immediately upon receipt of application.