THE LEAPFROG GROUP

POSITION DESCRIPTION: PROGRAM ANALYST, HEALTH CARE RATINGS

SUMMARY

The Leapfrog Group, a 501 (c) (3) national nonprofit organization, working for improvements in the safety, quality, and affordability of health care, is seeking a dynamic and detailed-oriented individual to support Leapfrog's high-profile health care ratings programs. The successful candidate will play a key role ensuring that Leapfrog's ratings programs represent the highest standard of data integrity and accuracy, and help translate those data into meaningful and actionable products for purchasers, consumers, and other stakeholders. The position will support all of Leapfrog's ratings programs including the Leapfrog Hospital Survey (www.leapfroghospitalsurvey.org), Leapfrog Hospital Safety Grade (www.hospitalsafetygrade.org), and the new ambulatory surgery survey. The position reports directly to the Vice President of Health Care Ratings.

KEY RESPONSIBILITIES

The successful candidate will achieve the following:

1. **Provide support and expertise to hospitals and ambulatory surgical centers participating in the Leapfrog Hospital Survey, Leapfrog Hospital Safety Grade, and/or new ambulatory surgery survey**
   - Provide clear and accurate responses to participants requiring technical and content-related assistance via Leapfrog's electronic help desk
   - Create calculators and other tools to assist participants in understanding the methodologies and scoring algorithms used in our ratings programs

2. **Data Review, Management and Acquisition**
   - Manage Leapfrog's NHSN Group which includes hospital-acquired infection data for almost 2,000 hospitals
   - Support the monthly data review of survey responses
   - Obtain and integrate multiple data sets from various sources including the American Hospital Association and the Centers for Medicare and Medicaid Services
   - Support facility roster management, including learning CiviCRM and using multiple data sources to update records

3. Calculate and analyze data from Leapfrog's ratings programs to ensure results are accurate and used effectively

- Develop, program, and test complex scoring algorithms using SAS
- Develop and update multiple file layouts used in providing data and analytics to a variety of entities including health plans and other data licensees using SAS
- Perform analysis for presentations, reports, and other communications to highlight the program results

QUALIFICATIONS

The ideal candidate will be an individual who has:

- A passion for Leapfrog's mission to improve the safety and quality of health care in the United States
- Experience with data-driven health care projects, specifically analysis and presentation of health care data
- 2-3 years of experience and proven accomplishments in handling detailed-oriented assignments in health care, quality improvement, hospital administration, coding, and/or data collection and analysis
- Significant experience with SAS and Microsoft Excel relevant to the position description
- An ability to thrive in a small-team environment and work side-by-side with other analysts and consultants
- An ability to initiate and lead projects and manage multiple assignments
- A proven ability to provide professional and expert service to constituents
- A bachelor's or master's degree in a related field

TERMS OF EMPLOYMENT

The position is a full-time position, based at Leapfrog's offices in Washington, D.C. Leapfrog offers a highly competitive salary and benefits package, including: health, dental/vision, disability, and life insurance; paid parental leave, paid sick time and vacation time, a 401k option; and transit and education benefit.

APPLY

Send a cover letter plus resume by email only to HR@leapfroggroup.org.