



Job Description: Research Assistant, The Leapfrog Group Washington, DC

Summary

[The Leapfrog Group](#) is a highly visible, national nonprofit organization representing private sector purchasers of health care who advocate for improvements in the quality, safety and value of health care. We are currently seeking candidates for the position of Research Assistant, reporting to the Vice President of Health Care Ratings, to join Leapfrog's health care ratings team, which administers Leapfrog's current ratings programs and develops new ratings. Current programs include the annual [Leapfrog Hospital Survey](#), [Leapfrog Hospital Safety Grade](#), and new [Ambulatory Surgery Center Survey](#).

The Research Assistant will play a key role within the health care ratings team to ensure that Leapfrog's ratings represent the highest standards. The successful candidate will be highly motivated, detail-oriented, and self-directed. They will have experience in conducting and applying research to advance health care related programs. The ideal candidate will also use their knowledge and skills to support the creation of new ratings products, reports, and tools. He or she must also be a team player with excitement about Leapfrog's mission and drive to change health care.

Key Responsibilities and Objectives for Performance

- 1. Conduct and present research to help advance and support Leapfrog's ratings programs**
 - Perform literature searches and reviews to ensure that measures and standards included in the Leapfrog Ambulatory Surgery Center Survey, Leapfrog Hospital Survey, and Hospital Safety Grade are based on the latest evidence
 - Provide general research support related to measures of quality and safety in ambulatory surgery centers and hospitals
 - Review evidence and endorsement status for measures on an annual basis and summarize changes to inform updates to Leapfrog's ratings programs
 - Serve as a liaison to Leapfrog's Expert Panels, preparing materials and participating in panel calls

- 2. Assist with the research, planning, and updates to the Leapfrog Hospital Survey and new Ambulatory Surgery Center Survey to ensure that Leapfrog's ratings programs maintain the highest standards for data collection**
 - Develop, maintain, and archive program documents including hard copies of the Survey materials, fact sheets, and support materials used in our programs
 - Maintain and update Survey website content
 - Maintain relationships with measure developers and relevant measurement organizations
 - Draft questions and materials for new measures
 - Assist in developing and distributing proposed changes to the annual Survey to a variety of stakeholders including hospitals and policy makers

- 3. Provide support and expertise to hospitals and ambulatory surgery centers participating in the Leapfrog Hospital Survey, Leapfrog Hospital Safety Grade, and new Ambulatory Surgery Center Survey**
 - Provide clear and accurate responses to participants requiring technical and content-related assistance via Leapfrog's electronic help desk



- Document questions and feedback received from participants and suggest related improvements to Leapfrog's materials
- Develop and deliver presentations to participants via webinar and in-person meetings

4. Provide program and administrative support for the health care ratings team

- Assist the team in testing scoring algorithms, report generators, and online applications such as the CPOE Evaluation Tool
- Assist the team in analyzing program results used in reports and presentations
- Evaluate future applications and their ability to improve quality, efficiency and functionality
- Help maintain an updated roster of participating hospitals and ambulatory surgery centers
- Provide administrative support to the Vice President of Health Care Ratings by coordinating schedules, organizing calls and meetings, and tracking program expenses
- Offer other general program and administrative support as appropriate

Required Qualifications

- A passion for Leapfrog's mission to improve the safety and quality of health care in the United States
- Excellent written and oral communication skills
- 2-3 years of experience and proven accomplishments in handling research-oriented assignments in health care
- Intermediate to advanced knowledge of Microsoft Word, Excel, and PowerPoint
- An ability to thrive in a small-team environment and work side-by-side with other staff and consultants
- An ability to initiate and lead projects and manage multiple assignments
- An ability to provide professional and expert service to constituents
- A bachelor's degree in a related field

Preferred Qualifications

- A master's degree in a related field
- Expertise with health care administration and/or quality measurement

Terms of Employment

This will be a full-time position based in the Washington, DC, office. A competitive salary will be offered, reflective of the chosen candidate's experience and training. The Leapfrog Group offers its employees a comprehensive and highly competitive benefits package, including: health, dental/vision, disability, and life insurance; a 401(k) with significant employer contributions; transit subsidy; and paid vacation, sick time, and paid parental leave.

Application Instructions

Send a cover letter plus resume *by email only* to HR@leapfroggroup.org with the subject line Research Assistant.