



THE LEAPFROG GROUP POSITION DESCRIPTION

Title

Program Analyst, Health Care Ratings

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 **Program Analyst**, 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 for hospitals and ambulatory surgery centers. Current programs include the annual [Leapfrog Hospital Survey](#), [Leapfrog Hospital Safety Grade](#), [Leapfrog Ambulatory Surgery Center \(ASC\) Survey](#), and [Value-Based Purchasing Program](#).

The ideal candidate must be detail oriented, demonstrate strong communication skills, and have a solid track record of working collaboratively and successfully in a small team.

Key Responsibilities

The successful candidate will achieve the following:

1. Provide support and expertise to hospitals and ambulatory surgical centers participating in the Leapfrog's current ratings programs.

- 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
- Lead 1:1 technical assistance calls and program orientations for hospitals and ASCs
- Develop and deliver presentations to hospitals and ASCs regarding the measures, measure specifications, and scoring algorithms used in Leapfrog's current ratings programs.

2. Provide program support and expertise for Leapfrog's Value-Based Purchasing Program

- Work closely with internal and external team members to ensure Leapfrog's Value-Based Purchasing Program reflects the highest standards for health plans, employers, purchasers, and other VBP users
- Develop, update, and maintain SAS code and documentation for Leapfrog's Value-Based Purchasing Program (VBP Program)
- Provide technical support for VBP licensees (i.e., employers, health plans, etc.)
- Work closely with internal and external team members to update, maintain, and test an online report generator for users of the VBP Program



3. Data Management

- Support facility roster management of over 4,000 hospitals and over 5,000 ASCs, including learning CiviCRM and using multiple data sources to update records
- Support the scoring and monthly data review of survey responses collected via the Leapfrog Hospital and ASC Surveys
- Support Leapfrog's NHSN Group which includes infection and outcomes data for over 2,000 hospitals and ASCs
- Develop, update, and maintain internal documentation of data management processes
- Develop, update, and maintain scoring algorithms and other documents published on Leapfrog's website
- Establish and manage data and relationships with external data sources such as national registries and others
- Support ad hoc data analysis requests from Leapfrog's staff and constituents

4. 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:

- 2-3 years of experience with SAS programming, including cleaning, managing, and analyzing large data sets; programming and using SAS macros; familiarity with SAS SQL; creating summary listings and tables; validating SAS codes and output
- 2-3 years of experience with Microsoft Excel, including creating data sets; using formulas; developing charts using data sets; and integrating Excel-based charts and graphs into reports
- 2-3 years of experience with programming, documentation, and managing data-driven health care projects
- 2-3 years of experience and proven accomplishments in handling detail-oriented assignments, coding, and/or data collection and analysis
- Experience in health care, quality improvement, and knowledge of hospital administration and coding is preferred
- Experience in other programming languages and/or Tableau is a plus
- A passion for Leapfrog's mission to improve the safety and quality of health care in the United States
- A proven ability to thrive in a small-team environment and work side-by-side with other analysts and consultants
- A proven ability to initiate and coordinate projects and handle multiple assignments



- A proven ability to provide professional and expert service to constituents
- A bachelor's degree required in a related field; master's degree preferred

Term of Employment

The position is a full-time position, based at Leapfrog's offices in Washington, D.C. Leapfrog offers a robust benefits package including 90% coverage of health benefits (employee and dependents), fully paid short- and long-term disability and life, significant contribution to 401K plan, paid parental leave, and other noteworthy benefits including transit and education.

Leapfrog is an equal opportunity employer and strongly encourages diversity in its staff, board, and advisory committees.

Application Instructions

Send a cover letter plus resume by email only to HR@leapfrog-group.org.