**Job Description: Program Analyst, Health Care Ratings, 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 Program Analyst, reporting to the Vice President of Health Care Ratings. This role will be part of 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 Program Analyst will play a key role within the health care ratings team to ensure that Leapfrog's ratings represent the highest standards of data integrity and accuracy and will help translate those data into meaningful and actionable products for purchasers, consumers, and other stakeholders. The successful candidate will be highly motivated, detail-oriented, and self-directed. 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. 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
- Create calculators and other tools to assist participants in understanding the methodologies and scoring algorithms used in Leapfrog's ratings programs
- 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

2. Data Management

- Help facilitate Leapfrog's NHSN Groups, which include infection and other data for ASCs and over 2,000 hospitals
- Program and support the monthly data review of survey responses
- Support facility roster management using multiple data sources to update records two to four times a year for over 4,000 hospitals and over 5,000 ASCs
- Assist with the development and maintenance of an archival system for storing data sets, reports, and report generators related to Leapfrog's ratings programs, data licensing program, and value-based purchasing program

3. Calculate scores 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
- Provide summary and custom analyses for presentations, reports, and other communications to highlight the results from Leapfrog's ratings programs
- Develop custom reports to meet requests from data licensees, as well as reports and analyses for internal and external use by Leapfrog members, Regional Leaders, and other stakeholders

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
- 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

The ideal candidate will be an individual who has:

- Significant knowledge and 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.
- Significant experience with Microsoft Excel, including: creating data sets; using formulas; developing charts using data sets; and integrating Excel-based charts and graphs into Microsoft Word-based reports
- Experience with analysis and presentation of data-driven health care projects
- 1-2 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
- A passion for Leapfrog's mission to improve the safety and quality of health care in the United States
- An ability to thrive in a small-team environment and work side-by-side with other analysts and consultants
- An 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 in a related field

Term 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 <u>by email only</u> to HR@leapfrog-group.org with the subject line "Program Analyst."