

DRAFT

JOB DESCRIPTION

TITLE:

Senior Health Policy Analyst

REPORTING RELATIONSHIP:

Reports to the Director, Division of Workforce and Medical Education Policy

BASIC FUNCTION:

Serve as principal manager for the Committee on Pediatric Education and co-director of the Physician Reentry into the Workforce Project. Provide policy, research, and organizational leadership on AAP activities related to medical education and the physician workforce.

DUTIES AND RESPONSIBILITIES:

1. Serve as principal manager for the Committee on Pediatric Education (COPE). Institute and maintain an ongoing strategic planning process for issues under the Committee's purview in consultation with the Committee chairperson. Direct the implementation of policy, educational, and promotional initiatives in support of COPE directives. Serve as liaison between all COPE member organizations and the Academy on educational issues.
2. Serve as Co-director of the Physician Reentry into the Workforce Project. Direct the Project's research efforts, manage publication activities for scholarly articles on physician reentry, and develop and implement a strategic plan for the Project and its workgroups. Oversee the development of resources for reentering physicians, educators, policymakers, and others to facilitate the return of physicians to clinical practice. Represent the Academy as a content expert at meetings of external organizations where physician reentry is discussed. Implement regular updates to the Physician Reentry into the Workforce Project Web page.
3. Partner with the Division Director to implement medical education and workforce initiatives through collaborations with the Committee on Pediatric Workforce, the Committee on Pediatric Education, other AAP groups, Division-led projects, and external organizations.
4. Work with the Division Director on responsibilities and activities related to Division administration, leadership development, and strategic planning and continuous quality improvement.
5. Author articles for publication in *Pediatrics* and other professional publications and peer-reviewed scientific journals on topics related to physician workforce and medical education.
6. Generate AAP testimony, responses, and position statements on GME policy proposed by ACTPCMD, COGME, HRSA, CMS, AMA, and other groups. Serve as resource to pediatricians and others who serve on or staff policy-making bodies.

DRAFT

7. Make presentations to organizations (e.g. APPD) and other groups (e.g. AAP Committees, etc) on medical education and workforce topics.
8. Assess internal (e.g., AAP Chapters) and external (e.g. other pediatrics organizations) needs for technical assistance on advocacy strategy and policy development. Provide consultation to these groups on issues ranging from physician workforce distribution to culturally effective pediatric care.
9. Write grant proposals and budgets to obtain external funding for Division and/or Committee projects.
10. Develop and maintain liaisons with individuals from medical and other professional associations, government entities, and the academic community for the purpose of coordinating and collaborating on AAP initiatives related to medical education and the physician workforce. Represent the Academy at meetings of these organizations.
11. Serve as the in-house expert on pediatric subspecialty workforce issues. Generate publications, scholarly abstracts, and professional education resource materials utilizing pediatric subspecialty workforce data.
12. Assist the COPW in the identification and implementation of sessions at the Pediatric Academies Societies Annual Meeting that relate to pediatrician workforce issues.
13. Perform other duties as assigned.

EDUCATION:

Masters degree in related field preferred. Bachelor's degree required.

EXPERIENCE:

One to two years experience working in an association or academic environment on issues related to population demographics, physician workforce and/or medical education. Experience in staffing committees.

ESSENTIAL SKILLS:

Strong verbal and written communication skills, and an understanding of the health care needs of infants, children, adolescents and young adults. PC skills required, including Web page design and maintenance. Must be able to adhere to deadlines and work well under pressure. Some weekend work and travel required.