Job Posting
Director of Quality Improvement

Title: Director of Quality Improvement
Supervised by: Chief Executive Officer
Status: Fulltime, Exempt
Date: March 2020
Location: Virtual

Our Organization
The Society to Improve Diagnosis in Medicine (SIDM) catalyzes and leads change to improve diagnosis and eliminate harm, in partnership with patients, their families, the healthcare community, and every interested stakeholder. Visit our website here: https://www.improvediagnosis.org.

The Position
The Director of Quality Improvement (DQI) is responsible for designing, implementing and directing SIDM’s quality improvement projects, research portfolio and scientific endeavors in the diagnostic quality and safety field, under the direction of the Chief Executive Officer. The DQI will serve as a member of SIDM’s Senior Staff team and will successfully develop and lead quality improvement programs, drive and meet strategic and financial organizational goals, and provide technical assistance to SIDM’s principal investigators and its committees. The DQI will (1) ensure relevant volunteer committees align their research and QI agenda with SIDM’s mission, vision and strategic priorities, (2) execute the quality improvement functions of SIDM’s programs, projects, grants and contracts and (3) build new program collaborations with SIDM’s funders and partners.

Lead Programs
Develop and lead all aspects of organizational quality improvement projects and programs including, but not limited to:

- Conduct or oversee conduct of QI program and dissemination/implementation research elements including, but not limited to, literature reviews, methods, data management, analysis, data quality assurance, and report generation. Perform risk mitigation on an ongoing basis, resolving problems that threaten the program goals or requirements.
- Lead the quality improvement work of SIDM’s Coalition to Improve Diagnosis, a coalition of sixty leading healthcare organizations and professional societies.
- Develop project goals and operational strategy that reflect funder requirements and advance SIDM’s mission
- Develop project plans including timelines, budgets, and milestones
- Provide technical assistance to health systems and stakeholders in clinical settings in all aspects of quality improvement including actively partnering in their initiatives when appropriate

Strategic Research Partnerships and Collaboration
- Develop and maintain a professional relationship with the Coalition to Improve Diagnosis, its member organizations, and other strategic partners.

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• Uphold and enhance professional reputation through publications and presentations independently or in collaboration with partners.
• Provide consultation, training, and technical assistance to SIDM’s stakeholders and partners on a variety of quality improvement, research and evaluation topics relevant to SIDM’s mission.
• Cultivate and steward healthy relationships with partners and funders.
• Provide support to SIDM’s volunteer Committee members.

Propose and Participate in Securing Externally Funded Projects
• Develop strategy for QI/research projects to promote SIDM’s mission and the work of its QI programs, principal investigators, and its Committees.
• Direct the selection of QI/research designs and evaluation methods.
• Lead or contribute to writing and submitting grant proposals and reports on funded projects.

Enhance SIDM’s Research and Strategic Brand
• Lead and contribute to manuscripts and professional presentations including overseeing relevant content at SIDM’s conferences.
• Participate in national conferences/meetings, committee meetings, and activities. Present updates, reports, and research.

Other
• Along with other senior staff, develop and drive organizational strategy and partnership development
• Actively participate in required conferences, educational programs, and staff meetings
• Update knowledge by participating in educational opportunities; maintaining networks; participating in professional organizations
• Perform other duties as assigned by supervisor.

Qualifications

Education and Experience Required
• At least five (5) years relevant experience in leading quality improvement efforts and implementing complex health interventions in health systems
• Demonstrated competence in QI methods such as Lean/Six-Sigma, formal change management, and/or PDSA used to drive quality, safety, operational or financial outcomes
• Bachelor’s degree in a healthcare or related field. Master’s degree in public health, human factors, or related field preferred.
• Experience or training in systems engineering including human-centered design preferred.
• Experience writing proposals directed to individuals, foundations and corporations helpful
• Prior work experience in a non-profit environment helpful but not required.

Specific Skill Sets
• Ability to thrive and contribute to a highly collaborative, fast-paced and self-directed environment
• Experience serving as a trusted partner to internal and external colleagues.
• Excellent interpersonal, project management and written and verbal communication skills
• Ability to communicate and establish a positive rapport with key senior-level scientists, researchers and funders
• Experience with public speaking
• Strong data and outcomes analysis skills

Work Environment
• Chicago-area (preferred). Virtual office at this time. Occasional work on evenings and weekends as needed.
• Ability to travel 10-20% of time
• This position requires availability during business hours, Monday through Friday.
• Smoke- and drug-free environment.
• Some work at off-site locations may be required and those may not necessarily be fully accessible.
• This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, filing cabinets, and fax machines. Employee is regularly required to talk, hear, stand, walk, use hands to finger, handle or feel; and reach with hands and arms.
• SIDM is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. SIDM does not discriminate against any individual with respect to the terms and conditions of employment based on that individual’s race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. SIDM is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.

What Makes SIDM a Great Place to Work?
• We offer a compensation package that includes health and dental insurance benefits. We have generous leave and a flexible work schedule.
• Salary range for this position is $100,000 - $120,000 annually, depending on experience and qualifications.

How to Apply
• Please submit resume and cover letter to Careers@ImproveDiagnosis.org with the subject line “DQI - your last name, first name.” Indicate in your email where you heard of the position opening.
• No phone calls please.