

BRIGHAM HEALTH



BRIGHAM AND WOMEN'S
Center for Surgery and Public Health

Sr. Project Manager, Health Services Research
Center for Surgery and Public Health
Job code: BWH_00970R
Brigham and Women's Hospital
Boston, Massachusetts

Established in 2005 as a joint initiative of Harvard Medical School (HMS) and the Harvard School of Public Health (HSPH), CSPH's (Center for Surgery and Public Health) mission is to advance the science of surgical care delivery by studying effectiveness, equity, and value at the health system and population levels, to inform policy, and to provide support for faculty and trainees committed to excellence in surgical health services research (HSR). CSPH's expertise in HSR also informs its work in addressing the burden of surgical disease in lower and middle-income countries and resource-limited settings.

GENERAL SUMMARY / OVERVIEW STATEMENT:

Working directly with the Principal Investigator and Program Director at the Center for Surgery and Public Health (CSPH), the Senior Project Manager oversees operational activities of two large 4-5-year projects. The **first project** is the National Institutes of Health National Institute on Minority Health and Health Disparities project to improve outcomes in surgical patients through an innovative cultural dexterity curriculum entitled the Provider Awareness and Cultural dexterity Toolkit for Surgeons (PACTS). The PACTS objective is to evaluate the impact of a cultural dexterity training program on general surgery residents' cross-cultural knowledge, attitudes, and skills, and on clinical and patient-reported outcomes. We will conduct a cluster-randomized trial across 8-10 academic medical centers to evaluate the effectiveness of PACTS compared to the standard curriculum. The **second project** is a multi-organizational and multi-institutional collaboration for the National Trauma Research Action Plan (NTRAP). NTRAP would involve performing a gap analysis of military and civilian trauma research; defining optimal metrics to assess long-term outcomes for patients following discharge; identifying current federal funding for trauma research; and identifying regulatory barriers to conducting trauma research, recommending best practices and appropriate funding levels to address critical gaps.

These projects have many aims and the Senior Project Manager will be responsible for the operational aspects of these projects. The Project Manager will work with the research team and study sites to disseminate study tools and materials and will serve as Executive Secretary to the Dissemination Committee. The Project Manager will assist in the coordination and integration of multiple study stakeholders including institutions, organizations, surgeons, scientists, fellows, students, and experts in various fields.

The role includes participating in the development, evaluation and revision of study materials, organizing face to face meetings and conference calls, coordinating pilot study organization and debriefing of multiple sites as well as the dissemination of the final project materials. The Project Manager role includes the drafting of quarterly and interim reports in a timely manner.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Research Management/Administration:

- Organize, manage, and coordinate all aspects of studies
- Maintain professional working relationships between CSPH and study sites

- Ensure all program goals and related tasks and timelines (study setup and debriefing) are completed in an efficient manner.
- Communicate feedback from pilot study sites to all team members and integrate feedback into final protocol
- Oversee dissemination of final study materials (data summary reports, drafts of manuscripts, etc.) to all study sites.
- Manage logistical and administrative aspects of the project; compliance to budgetary and reporting requirements; compliance with Institutional Review Board submissions and revisions. Responsible for drafting quarterly and interim reports required by the funder.
- Works with Principal Investigator and Program Director to perform other strategic and operational duties, as required.
- Supervise Research Assistants and Trainees as necessary

Conduct of Research:

- Contribute to the content and development of study-related tools, interventions, and educational material with a careful eye towards readability.
- Experience in Delphi methodology for developing metrics utilizing stakeholders and expert panels
- Serve as Executive Secretary to the Dissemination Committee (Provide Summary reports, assistance with coordination of manuscript drafting, etc.).
- Assist in development of abstracts and manuscripts for submission to academic conferences and journals
- Performs other research-related duties, as required

QUALIFICATIONS:

1. Master's in Public Health or in another Social Science discipline is required.
2. Minimum of seven years work experience in healthcare research operations required
3. Previous program management (focused on program outcomes), budgeting, and meeting facilitation experience required.
4. Prior supervisory experience is required of research fellows and assistants.
5. Experience with health-related, government-funded programs a plus.

SKILLS / ABILITIES / COMPETENCIES REQUIRED:

1. Strong interpersonal and leadership skills
2. Excellent organizational skills to ensure timelines are achieved
3. Communicate Effectively: Excellent written, presentation and communication skills and utilizing effective communication tools and techniques
4. Solve Problems: thoughtful and creative problem-solving skills with the ability to identify and resolve relevant issues that may arise
5. Experience with IRB at an academic institution

6. A proven ability to work with a diverse group of people including program patients, study staff at multiple sites and healthcare professionals
7. Must be flexible and able to manage a multi-faceted program with a self-directed work style, balanced with the ability to work collaboratively

HOSPITAL WIDE RESPONSIBILITIES:

Works within legal, regulatory, accreditation and ethical practice standards relevant to the position and as established by BWH/Partners; follows safe practices required for the position; complies with appropriate BWH and Partners policies and procedures; fulfills any training required by BWH and/or Partners, as appropriate; brings potential matters of non-compliance to the attention of the supervisor or other appropriate hospital staff.