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SANTA BARBARA • SANTA CRUZ

SCHOOL OF MEDICINE
DEPARTMENT OF FAMILY AND COMMUNITY MEDICINE
500 PARNASSUS AVENUE, MU-3 EAST

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August 16, 2021

Contract Position: **PAETC Practice Transformation Program Manager (PTPM)**

For immediate release

Supervisor: JaDawn Wright, MA

PI Name: Monica Hahn, MD, MS, MPH & Prescott Chow, MUP

Location: San Francisco Bay Area

Position Type: Contract

Travel: Regional travel

Contract Manager: James Rouse Iñiguez, MA, MS

Applications accepted via e-mail: paetcmail@ucsf.edu - please include the title PTPM

Start Date: **Immediately with a six-month contract**

Contract Description:

The Pacific AIDS Education & Training Center (Pacific AETC) Practice Transformation Program Manager (PTPM) is an interdisciplinary specialist who is responsible for operationalizing the HIV Practice Transformation (PT) Project across the regions served by the program. The PTPM will mentor teams of practice coaches and build the capacity of eight local PT Leads and PT Clinic Champions on how to implement systems change, process improvement, team-based care, patient engagement, and quality data analysis within select clinic settings. The PTPM will work with Deputy Director on program aims to improve the quality of care for people living with HIV or at risk of acquiring the disease.

Pacific AETC is a regional training center funded through the Health Resources and Services Administration (HRSA), Ryan White HIV/AIDS Program (RWHAP). PAETC is based at the University of California, San Francisco (UCSF) and works with academic centers throughout its four-state network in the Pacific Region. Its eight PT clinic sites are located throughout Arizona, California, Hawai'i, and Nevada. In the Pacific Region, the PT work implemented through our Local Partners located in the state, in conjunction with Clinic Champions that are embedded at the clinic sites.

The PTPM will work with the Pacific AETC Regional Office (RO) team to apply a comprehensive PT methodology using longitudinal technical assistance modalities and capacity-building assistance to support Local Partners and Clinic Champions improve their specific project outcomes along the HIV Care Continuum, and ultimately address the goals of the National HIV/AIDS Strategy. The PTPM will provide coaching, direction, and management the team of practice transformation leads. The PTPM will plan, organize, and lead PT coaching convenings for the sites, and will continue to provide ongoing technical assistance and coaching for these 5-year longitudinal PT projects.

Duties:

- Provide customized support to PT Coaches and Champions for clinical sites in the Pacific AETC region; assess and recommend quality measures, guide implementation coaching techniques, develop tools to assist with implementation and tracking of PT goals

- Develop an annual PT plan in coordination with the Deputy Director
- Implement annual PT workplan which includes analyzing effort to improve outcomes along the HIV Care Continuum and decrease health disparities
- Implement routine data- driven quality management activities
- Convene twice per year PT Regional meetings to review program components and new skills
- Convene quarterly Community of Practice (COP) to facilitate learning between sites
- Coordinate with RO on comprehensive multi-region evaluation of the Practice Transformation Projects

Requirements:

- Bachelor's (preferably a Masters) degree in health care related field.
- At least 2-4 years of experience in implementing QI and PCMH related activities at a health center or similar health care facility or another professional organization
- Strong interpersonal, written, and oral communication skills
- Familiarity with quality improvement programs and health information technology.
- Strong analytical skill set in data management. Ability to think critically and analyze data for predictive analysis and trending.
- Experience leading projects, mentoring, and leading teams with strong project management skills

Desired skills

A successful PTM candidate will ideally possess the additional following skills:

- Experience working in the clinical setting and familiarity with troubleshooting common challenges to operationalizing systems change
- Organization and attention to detail, ability to effectively balance working with 8 separate PT project sites and providing the necessary support for all sites
- Familiarity with various electronic health record (EHR) systems and expertise in tracking quality improvement measures in different health systems
- Ability to coach the various local partner PT project clinic sites to track quality measures along the HIV care continuum via the creation and maintenance of a database with the support of the PAETC evaluation team
- Ability to work on aspects of the project independently while working on other aspects of the project with teams/collective impact efforts
- Flexibility and creative problem-solving skills for addressing unexpected challenges that may arise during PT projects
- Experience coaching and leading multidisciplinary teams
- NCQA PCMH Content Expert Certified preferred

Total contract not to exceed: \$40,000