



**The Chicago Area Patient-Centered Outcomes Research Network**

## **Network Manager**

The mission of the Center for Health Information Partnerships (CHIP) is to bring people, communities, and data together to enable everyone to live their healthiest lives. Utilizing new ways of thinking, innovative methods, and interdisciplinary partnerships, we aggregate and analyze health information across institutions and disciplines to positively affect individual and population health. CHIP has a vision for "information-driven health for all."

We are seeking a highly motivated individual to assist with operations for the Chicago Area Patient-Centered Outcomes Research Network (CAPriCORN). CAPriCORN's mission is to develop, test, and implement policies and programs designed to improve health care quality, health outcomes, and health equity for the diverse populations of Chicagoland and beyond. We work closely with our Patient Community Advisory Committee (PCAC) to ensure priorities align with patient needs and goals. Since 2014, CAPriCORN has worked to put in place the infrastructure and processes necessary to create data sets comprised of high-quality, de-duplicated patient information. CAPriCORN engages in sustainable, population-level patient-centered outcomes research.

### Responsibilities include:

- Representing CAPriCORN at the national level, including meeting attendance and disseminating information
- Regulatory oversight including Master Protocol updates
- Significant role in organizing sub-committee meetings, including Steering Committee
- Oversight for site tracking, such as the query tracking, funder milestone tracking, and ad hoc PCORnet requests
- Liaising with external IRB (CHAIRb) and Communications Manager
- Coordinating communications throughout the workday on various topics
- Assisting with network management infrastructure process improvement (in conjunction with the Director of Operations)

### Minimum Qualifications:

- Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree; OR appropriate combination of education and experience.
- 1 year program/project administration or other relevant experience.

### Minimum Competencies: (Skills, knowledge, and abilities.)

- High proficiency with Microsoft Office, and overall technical aptitude.
- Plans, organizes, and schedules in an efficient, productive manner; anticipates contingencies.
- Facilitates open and effective communication, cooperation, and teamwork within and outside of one's team at all organizational levels.
- Ability to work independently and on a self-directed basis and in a team-oriented environment.
- Excellent analytical and problem-solving skills.
- Strong attention to detail and time management skills with the ability to work within tight deadlines and competing priorities.
- Strong oral and written communication skills.
- Excellent interpersonal skills, including the ability to work collaboratively with individuals having diverse interests/opinions.

### Preferred Qualifications: (Education and experience)

- Master's degree in related field (MPH, MHA, etc.)
- Experience with human subjects research, protected health information (PHI), and institutional review boards (IRB).
- Knowledge of electronic health record systems as well as clinical terminology.

### Preferred Competencies: (Skills, knowledge, and abilities)

- Commitment to the engagement of patients, clinicians, and community stakeholders in the research process.
- Base-level understanding of data models, data use and data rights and data aggregation and data analysis activities.
- Base-level understanding of research-based data sharing requirements, Data Sharing and Data Use Agreements.

Interested candidates must apply for the Program Coordinator position through Northwestern University by searching for [Job ID# 39261](#).