

BRIGHAM AND WOMEN'S HOSPITAL
The Center for Community Health and Health Equity
Health Equity Research Manager

GENERAL SUMMARY/ OVERVIEW STATEMENT:

Brigham and Women's Hospital (BWH) is dedicated to serving the needs of the community and is deeply committed to its role in eliminating racial and ethnic disparities in health care in Boston's neighborhoods and surrounding communities. BWH is committed to providing the highest quality of care for all patients and ensuring that patients, in particular the most vulnerable patient populations, receive the highest quality care.

The Brigham and Women's Hospital Center for Community Health and Health Equity (CCHHE) is charged with engaging the community, the hospital, and physicians, nurses, and other caregivers, in collaborative, measurable and innovative initiatives to improve community health and eliminate racial and ethnic disparities in health care. The CCHHE Health Equity initiatives promote the Brigham and Women's Hospital mission to deliver high quality and equitable care while addressing the social determinants of individual and community health.

To this end, the CCHHE conducts clinical, epidemiologic, and community-based participatory research to understand factors that lead to health inequity, and to investigate strategies for promoting health equity along the lines of race, gender, class, and other social categories. The CCHHE Health Equity Research & Intervention platform directs health equity research conducted in the CCHHE.

The role of the Health Equity Research Manager is to manage and support the research projects, processes, and relationships that facilitate the promotion of health equity science within the CCHHE. Related to research projects, the Research Manager will obtain, develop, secure and maintain clinical, epidemiologic and project-based datasets for the purpose of conducting health equity research. The research manager will develop data collection tools (e.g., surveys, interview guides, clinical chart abstraction tools, evaluation forms); manage data collection; develop, maintain and secure datasets (e.g., ACCESS databases, SAS databases, ArcGIS databases); prepare codebooks; and prepare summary statistics, reports, tables and graphs of results for scientific and lay dissemination and presentation. Related to research processes, the Research Manager will provide study management for Health Equity Research & Intervention projects (e.g., manage project budgets, personnel supervision), maintain and ensure compliance with Institutional Review Board (IRB) protocols, prepare reports for funding agencies, and assist with grant writing. With respect to relationships, the Research Manager will communicate regularly with Health Equity staff, Health Equity Data Analysts, public health officials, clinical faculty and staff, community staff, and others to locate, develop and obtain data, prepare datasets for analysis, identify needs for scientific data, and disseminate results of scientific products to diverse audiences. The Research Manager will develop innovative strategies for communicating with stakeholders and consumers of health equity research products. The Research Manager will act as a consultant for BWH clinical staff, researchers, and community groups in support of health equity research and projects that require research support.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Collaborate with scientists, faculty and staff, community groups, and others to perform and disseminate products of health equity research
- Create, download, clean, and maintain clinical, epidemiologic and project-specific datasets for analysis, principally in ACCESS and SAS. Use of ArcGIS a plus

- Communicate with stakeholders and conduct research to identify data needs and resources
- Manage collection of clinical, survey, administrative claims and other data
- Support collection and tracking of health equity data that support the hospital's community benefit mission
- Perform data entry, and supervise research assistant/intern in data entry
- Maintain secure web-based site for data storage and communication
- Construct and maintain codebooks for databases
- Assist in creating and constructing variables
- Assist in designing clinical, survey, administrative claims and other data collection procedures
- Coordinate with and manage work of data analysts
- Prepare reports on progress in data collection, data entry, and summaries of research results
- Prepare and update data use agreements
- Prepare and manage budgets for research projects
- Assist in identifying personnel needs for projects
- Prepare and submit IRB protocols
- Maintain compliance with IRB protocols
- Assist with writing grants, reports, and communicating with funding agencies
- Assist with preparing results of analyses for presentation and publication
- Other duties as assigned

QUALIFICATIONS:

- Masters of Public Health, Public Administration or relevant degree required.
- Two or more years experience performing quantitative analyses in several settings including community-based participatory research, large epidemiologic survey datasets, medical record based data, or claims datasets.
- Excellent skill in EXCEL/ACCESS. Proficient in SAS
- Coursework or training in biostatistics or epidemiology
- Knowledge of and interest in health disparities research

SKILLS/ ABILITIES/ COMPETENCIES REQUIRED:

- Ability to design, understand and apply study protocols at an operational level
- Ability to organize workload and prioritize tasks while maintaining attention to detail
- Ability to be creative, self directed, demonstrate initiative, as well as work as part of a multidisciplinary team.
- Experience in database development and maintenance with ACCESS and SAS
- Proficiency in data management and statistical software including ACCESS and SAS
- Proficient in using PowerPoint, Excel, Microsoft Word
- Experience working with public health data

- Ability to manage, merge, modify and link various databases.
- Ability to enter, access, organize and edit data files.
- Experience in presenting data for scientific and community audiences in tabular and graphical form
- Desire to develop new skills in data analysis and data presentation
- Desire to work with a diverse group of colleagues including clinical staff, research staff, and community groups
- Interest in working with the community, and ability to work on large multi-faceted projects with community partners
- Excellent communication and written skills
- Ability to develop knowledge of varied data resources and data requirements for community-based organizations and projects
- Knowledge of qualitative evaluation strategies

SUPERVISOR:

- Reports to Director of Health Equity & Intervention

SUPERVISORY RESPONSIBILITY:

- Management of research assistants, students, and consultants.

The above is intended to describe the general contents and requirements of work being performed by people assigned to this classification. It is not intended to be construed as an exhaustive statement of all duties, responsibilities or skills of personnel so classified.