Research Health Science Specialist – Project Coordinator/Qualitative Analyst

Center of Innovation for Veteran Centered and Value Driven Care (COIN)

Health Services Research & Development

VA Puget Sound Health Care System

NATURE OF WORK

The Research Health Science Specialist position provides research support at 100% effort (40 hours per week) to the qualitative core lead and project investigators. This position will support COIN health services research studies as a qualitative researcher and project coordinator for the Reducing Employee Turnover and Identifying Workforce Needs (RETAIN) project. RETAIN is a VA funded research study with the goal of generating data-driven insights to reduce employee turnover, absenteeism, and burnout during the VA’s national electronic health record transition. We seek candidates with health-related research experience and, especially, previous experience with conducting qualitative and mixed methods research data collection, analysis. The ideal candidate will have experience with one or more qualitative data collection methods (e.g., interviews, focus groups, and/observation), analysis methods (e.g. matrix analysis, content analysis, ethnography) and report or manuscript writing. They will also have strong interpersonal skills needed to work with study participants and other project staff. This position will also involve leading qualitive research staff to project investigators, implementing research protocols, ensuring data and analysis quality and coordinating other tasks as relevant to project needs.

SUPERVISION RECEIVED

The Research Health Science Specialist will report to the Seattle COIN Qualitative Research Core Director.

DUTIES AND RESPONSIBILITIES

General tasks include, but are not limited to:

* Execute research protocols including coordinating and attending meetings with project investigators and staff
* Develop qualitative research plans and protocols in conjunction with center investigators.
* Direct qualitative research assistants in data collection, participant recruitment, and coding.
* Prepare study documents including project planning documents, manuals, recruitment materials, stakeholder communications and data collection forms
* Direct participant recruitment and ensure appropriate consent procedures
* Conduct key qualitative interviews, focus groups, and ethnographic observations as relevant to specific protocols
* Develop and maintain audit trails and ensure the methodological rigor of studies
* Develop qualitative data collection tools (e.g. interview guides, observation templates)
* Maintain project databases and report descriptive statistics
* Analyze qualitative data using a range of methods relevant to specific studies
* Develop, write and submit reports, manuscripts and conference posters and presentations
* Conduct literature searches
* Assist in intervention implementation activities
* Coordinate/delegate research assistant efforts and work flow as needed
* Train qualitative staff and participate in qualitative research consultation group
* Meet regularly with the COIN Qualitative Research Core Lead to receive supervision and training

MINIMUM QUALIFICATIONS

* Applicant must be a US citizen
* A Doctoral degree or Masters’ degree with extensive experience will be considered in public health, the social and behavioral sciences, or a related field
* Graduate coursework or equivalent training in qualitative methods
* Experience conducting qualitative research in a field related to public health or health care.

Familiarity with Institutional Review Board regulations

* Excellent written and oral communication skills as evidenced by publications and/or professional/academic presentations
* Excellent interpersonal skills and emotional intelligence
* Ability to work collaboratively with a diverse team, including researchers, statisticians, nurses, physicians and operational partners
* Ability to work with minimal supervision and maximum accountability
* Ability to take initiative and think creatively to problem solve unexpected and novel logistical challenges associated with complex multi-site clinical trials and/or evaluation projects
* Highly motivated to interact with Veterans, patients, health care employees and operational partners
  + Excellent time management skills and the ability to work on multiple projects simultaneously

PREFERRED QUALIFICATIONS:

* Experience coordinating research projects
* Peer reviewed publication of qualitative research
* Experience with Electronic Health Records
* Experience working on federally funded projects
* Experience with the qualitative data software packages (ATLAS.ti preferred)
* Experience with reference management software

SALARY RANGE

Salary depends on education and experience with a starting target range of $60,416 to $95,022 plus benefits.

Position open until filled. Send resume and cover letter to [sarah.shirley@va.gov](mailto:sarah.shirley@va.gov) to apply