



## General Position: Research & Data Management

*Research and Quality Business Unit (R&Q)  
Exempt*

### Overview:

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This position supports the Research and Quality (R&Q) Business Unit in the development, dissemination, and implementation of quality products, including clinical practice guidelines (CPG), clinical consensus statements (ECS), and additional research efforts. The role involves data and project management, editorial support, stakeholder collaboration, and operational coordination to advance the organization's research and quality improvement objectives.

### Reporting Structure:

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This position reports to the Director, Quality and Performance Measurement.

### Qualifications

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Bachelor's degree or equivalent experience required; Master's degree in public health, research, library science, or related fields preferred. Minimum of three years of experience in healthcare or related environments, or one to three years with a related Master's degree. Experience in research, literature searches, and managing electronic references (e.g., EndNote or similar software). Familiarity with clinical practice guidelines, data management, statistical analysis, and research methodology preferred. Proficiency in tools such as Microsoft Office Suite, Tableau, PowerBI and other data management software. Strong attention to detail, organizational skills, and ability to multitask competing priorities. Excellent written communication skills and experience with peer-reviewed publications. Understanding of the healthcare industry a plus. Ability to work collaboratively within a team, maintain technical accuracy, and meet deadlines. Some travel, including occasional weekends, and some late night conference calls required.

### Key Responsibilities

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- Support the development of quality products including ECS, CPG, clinical care graphics and grant-related activities for otolaryngology – head and neck surgery.
- Manage and organize data for quality products, including literature references, grant applications, public comments, contracts, meeting notes, and performance data reports.
- Develop literature summaries and provide editorial support for manuscripts, grant applications, and other quality products.
- Coordinate survey processes for peer review, public comment, and clinical gap analysis, ensuring feedback is tracked, organized, and reviewed by staff and leadership.
- Support the Research and Quality BU colleagues in coordinating various data, formatting databases, and performing data collection tasks.
- Collaborate with AAO-HNS/F committees, workgroup members, and external organizations to support quality product development and dissemination.
- Plan, schedule, and facilitate meetings, teleconferences, and webinars, ensuring accurate record-keeping and follow-up communications.

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*Please submit your resume, cover letter and salary, expectations through one of the following options:*

- **Email:** Attach a Word document or copy and paste your cover letter and resume and send to [employment@entnet.org](mailto:employment@entnet.org).
- **Mail:** AAO-HNSF, 1650 Diagonal Road, VA 22314-2857 Attention: Human Resources
- **Fax:** 1-703-683-5100



## Specific Duties

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- Work with R&Q Director along with colleagues to develop and manage innovative processes around integration efforts of dissemination products. Transitioning from paper-based publications into digital platforms.
- Contributed to the development of user-friendly interfaces for CPG and ECS, optimizing for healthcare provider and patient engagement in clinical decision-making.
- Manage contracts with literature search strategists, ensuring assignments are accurate, payment is processed, and quality assurance is maintained.
- Oversee and maintain CPG, ECS, CORE related content on [www.entnet.org](http://www.entnet.org).
- Collaborate with staff and leadership to transition quality products through development, journal submission, patient material development, and dissemination.
- Organize and maintain electronic files and databases for the R&Q team, ensuring easy access and historical accuracy.
- Represent the R&Q team in cross-functional and national initiatives to promote collaboration and process improvement.
- Develop and publish reports, articles, and communications for organizational platforms, including the Academy Bulletin, OTONews, and webinars.
- Perform internet research and literature reviews to support the R&Q team's objectives.
- May participate on an internal team, either through formal assignment, or on an ad hoc basis.
- Consistently demonstrate professionalism and cooperative behavior with all internal and external contacts.

## Additional Information

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- The title and salary for this position will be commensurate with the candidate's experience and qualifications.
- Changes in the healthcare landscape or organizational priorities may result in shifts to job responsibilities. Duties may be added, deleted, or revised at any time at the discretion of management.
- AAO-HNSF offers a hybrid work environment
- If interested, please submit your resume, cover letter and salary requirement for consideration.

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