

## **PQA POSITION DESCRIPTION**

**Title:** 2024-2025 Postdoctoral Executive Fellow

**Supervisor:** Director of Education

**FLSA Classification:** Full-time / Non-Exempt

**Location:** Alexandria, VA (Hybrid)

**Closing Date:** April 5, 2024

### **OVERVIEW**

PQA, the Pharmacy Quality Alliance, is a national quality organization dedicated to improving medication safety, adherence and appropriate use. A measure developer, researcher, educator and convener, PQA's quality initiatives support better medication use and high-quality care. A non-profit organization with 225 diverse members across healthcare, PQA is a unique alliance in healthcare. It brings pharmacies, health plans, health care providers, pharmacy benefit managers, biopharmaceutical companies, technology vendors, government agencies and others together to build consensus and collaborate to improve medication use quality.

The PQA Postdoctoral Executive Fellowship serves to produce the next generation of leaders in healthcare quality through a full-time, 12-month program based in the thriving Washington, D.C. metropolitan area. The Executive Fellow collaborates with a wide variety of stakeholders at a national level to impact the quality of care patients receive. The program's foundation begins with the applicant's interests to foster development of core skillsets in:

- Project management
- Medication use quality education
- Quality metric design and implementation
- Non-profit administration and association management
- Healthcare quality research

### **RESPONSIBILITIES:**

- Support recruitment activities for Student and Professional Programs
  - Attend virtual and in-person recruitment sessions to promote PQA's Executive Fellowship, Summer Executive Intern and Advanced Pharmacy Practice Experience (APPE) programs
  - Update program application and recruitment materials
  - Maintain communication with applicants and respond to their questions via email
  - Coordinate virtual and onsite interviews
  - Support the orientation and subsequent onboarding of the next Executive Fellow(s)
- Support Precepting APPE Students
  - Assist APPE students with onboarding, daily activities, and serve as the point of contact
- Contribute to Engagement, Education and Convening efforts
  - Coordinate the development and renewal of various educational publications and programs, including but not limited to the Diverse Quality Leaders Program, Healthcare

Quality IQ, Medication Use Quality Certificate (MUQC), and the *PQA Social Determinants of Health Resource Guide*

- Manage MUQC administrative functions, such as program reporting and resolution of learning management system technical issues
- Assume responsibilities related to planning and logistics of PQA Convenes, Leadership Summit, and the PQA Annual Meeting
- Write blogs on topics including PQA webinars and student and professional programs
- Attend and take minutes for quarterly Board of Directors meetings
- Support PQA's Education Advisory Council
- Represent PQA in multiple settings through virtual or in-person presentations
- Complete Medication Use Quality Certificate (MUQC) Program
- Develop a timeline and budget for professional development activities
- Other duties as assigned

#### **POSITION-SPECIFIC BENEFITS**

- Relocation stipend
- Funds for professional development activities including conference attendance and professional certifications
- Dedicated time to prepare for professional licensure and certification and explore career interests

#### **QUALIFICATIONS:**

##### **Required**

- Education
  - The Executive Fellow must hold a doctoral degree (PharmD, MD or PhD) within the United States (or plan to secure a doctoral degree before beginning the Fellowship) from an accredited program
  - Incoming fellows are required to sit for licensure exam(s) and complete all other professional licensing requirements either prior to beginning the Fellowship but no later than August 31 of the fellowship year
- Professional
  - Strong verbal and written communication skills
  - Ability to articulate and translate complex and technical concepts to a wide variety of individuals and audiences
  - Ability to work independently in a fast-paced environment under general supervision
  - Collaborative, innovative and supportive mindset
  - Organized, efficient and detail-oriented working style
  - Commitment to excellence, standards and high-quality results
  - Proficiency with the use of Microsoft Office applications, including Word, Excel, Outlook, SharePoint, Teams, etc.
  - Availability for phone and onsite interviews is also required

##### **Preferred**

- Non-profit association management, managed care, or healthcare quality-related experience

#### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standard office environment
- Employee is regularly required to stand, sit, talk, hear and use hands and fingers to operate a

- computer and telephone
- Close vision requirements due to computer work

**TRAVEL**

Occasional travel to attend the PQA Annual Meeting, Leadership Summit, and internal team meetings.

**APPLY**

Sponsorship is not available.

Interested candidates should submit a letter of interest accompanied by a resume or curriculum vitae by **April 5, 2024** to [careers@PQAalliance.org](mailto:careers@PQAalliance.org).

This job description does not imply that the stated requirements are the only expectations for the job. Incumbents are expected to perform any other duties that may be assigned. PQA has the right to revise this job description at any time. PQA is an “at-will” employer and as such, neither this job description nor your signature constitutes any form of contractual agreement between you and PQA.

**EEO Statement**

PQA is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity, or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), military status, uniformed servicemember status, veteran status, or any other status protected by federal, state, or local laws. We are dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.