## PQA POSITION DESCRIPTION

<table>
<thead>
<tr>
<th><strong>Title:</strong></th>
<th>Research Associate</th>
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<tbody>
<tr>
<td><strong>Supervisor:</strong></td>
<td>Senior Director, Research</td>
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<td><strong>FLSA Classification:</strong></td>
<td>Full-time; Exempt</td>
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<td><strong>Location:</strong></td>
<td>PQA HQ in Alexandria, Virginia</td>
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### Responsibilities:

The PQA Research Associate reports directly to the Senior Director of Research and will serve as a key member of PQA’s research team. The Research Associate will oversee research efforts that contribute PQA’s mission of optimizing health by advancing the quality of medication use. The Research Associate will also serve as an expert on project-related qualitative, quantitative, and data-driven issues.

- Contribute to the development of systematic reviews, grant proposals, and research protocols for institutional review board submissions.
- Prepare study proposals, protocols, results, and written deliverables (e.g., white papers, project reports, peer-reviewed manuscripts, other communications).
- Oversee and undertake quantitative and qualitative research projects related to, among other things, demonstrating the value of PQA’s measures within the marketplace, safe and appropriate medication use.
- Assist in the continued growth of PQA’s Roundtable initiatives, by leading select Roundtable projects and conducting environmental scans, literature reviews, and facilitating stakeholder discussions.
- Lead project teams to help achieve project- and organizational-related goals.
- Assist in managing research conducted in partnership with outside researchers and organizations.
- Assist in the development of conference, meeting, and webinar materials to highlight PQA research.
- Maintain a broad and current knowledge of issues related to healthcare quality, health policy, and effective medication use and safety.
- Develop and cultivate constructive and strategic relationships with external researchers, partner organizations, PQA members, and other healthcare quality stakeholders.
- Represent PQA at academic/industry conferences and other venues.
- Contribute to other PQA duties, as assigned.
Description of Qualifications (Minimum requirements include):

- Professionals with a PhD in health outcomes research, health services research, or other relevant discipline or a master’s degree with at least two years of relevant experience is preferred.
- Prior experience with proposal development is preferred.
- Expertise in observational, health economics and outcomes research, and/or qualitative study designs and methods.
- Experience convening and managing meetings and groups.
- Exceptional problem-solving abilities and effective at providing input at meetings, discussions and activities related to research activities.
- Highly organized self-starter, with excellent communication skills (verbal and written).
- Ability to work collaboratively in a multi-disciplinary, team-oriented research setting is essential.

Physical Demands: 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.

- Employee is regularly required to stand, sit, talk, hear and use hands and fingers to operate a computer and telephone keyboard
- Close vision requirements due to computer work

Work Environment: The work environment characteristics described here are representative of those employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standard office environment

Travel: up to 3%. Overnight travel during the PQA Annual Meeting and Leadership Summit.

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.

Apply for This Position:
To be considered for this position, interested candidates must submit a letter of interest, that includes salary requirements, and a resume to Christina McCloskey, Director, Human Resources & Operations at cmccloskey@PQAalliance.org.