Title: Health Policy Fellow
Department: TDI
Reports to: Research Project Director

Position #: 1011119
Category: Exempt
Level: DRM-C
Date: July 2015
Field: Research

Position Purpose

To support The Dartmouth Institute for Health Policy and Clinical Practice in the development of national, state and regional health policy, with a particular focus on one or more of the following: evaluating health care; initiatives to engage, enable and empower patients; and/or innovative models of intervention, improvement and implementation. Works under guidance of TDI faculty and staff to implement a range of project activities.

Key Accountabilities

NOTE: 12-month term, renewable position contingent on the availability of grant funding

Research Support
  • Collaborates with the principal investigator and project manager to support the design and implementation of research project(s)
  • Conducts and writes reviews of current literature to stay abreast of field
  • Prepares presentations and other briefings on research findings and their significance for team and partners
  • Contributes to development of project materials, such as white papers, policy briefs, and academic manuscripts
  • Develops and disseminates briefs of current health policy-related news and research
  • Assists in writing grant proposals and associated funding reports

Data Analysis
  • Assists in development of research instruments, such as survey questionnaires and interview guides
  • Collects, analyzes, and interprets qualitative and/or quantitative data to present findings with tentative conclusions to the principal investigator
  • Provides data management support, such as cleaning and validation of primary data
  • Designs data reports appropriately tailored for various audiences, such as research team, implementation partners, provider organizations, or policy organizations
  • Prepares summaries, drafts of reports, and manuscripts to communicate results and implications of the data analysis
  • Collaborates with TDI analysts to facilitate data management and analysis
**Project Coordination**

- Effectively communicates with project partners (e.g., provider organizations, payers, research institutions, etc.) in support of project work
- Assists in ensuring collaboration between TDI and project partners in an effort to implement project activities and translate policy ideas into practice
- Hires, supervises, trains, and evaluates student assistants or interns to meet changing department needs
- Maintains and tracks project timelines to ensure timely completion of project deliverables
- Facilitates team meetings and conference calls, including agenda setting and taking minutes
- Develops content and updates for the TDI website and project websites
- Assists in organizing conferences, presentations, and related events

**Performs other duties as assigned**

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<tr>
<th>Skills &amp; Knowledge</th>
<th>Experience</th>
<th>Education</th>
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<td>- Public health or health policy background, and commitment to advancing health reform in the United States</td>
<td>- Internship and/or professional experience in health policy, public health or a related field</td>
<td>- Bachelor’s degree required</td>
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<td>- Knowledge of key components of the Patient Protection and Affordable Care Act and other elements of current healthcare reform</td>
<td>- Experience working with data, including preparation of presentation-quality graphs and tables</td>
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<td>- Ability to work directly with TDI faculty and other executive-level national stakeholders</td>
<td>- Experience preparing professional quality PowerPoint presentations</td>
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<td>- Familiarity with basic research methods and data analysis (quantitative or qualitative)</td>
<td>- Experience writing policy briefs, technical reports, academic articles, and/or grant reports</td>
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<td>- Proven ability to apply critical thinking and sound judgment to address open-ended problems</td>
<td>- Experience conducting background literature searches</td>
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<td>- Superior verbal communication and</td>
<td>- Familiarity with statistical programs such as SAS or STATA and/or qualitative software such as Atlas ti or QSR NVivo</td>
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<td>writing skills, and comfort with public speaking</td>
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<td>• Proven ability to manage multiple competing priorities</td>
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<td>• Commitment to diversity and serving the needs of a diverse population</td>
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The Dartmouth Institute for Health Policy and Clinical Practice (TDI) is a dynamic force within Dartmouth College dedicated to improving health care. TDI’s Health Policy Fellows program fosters the development of the next generation of leaders in the field of US health care and health policy. TDI is seeking Health Policy Fellows who will join teams working on a variety of health policy projects, including cutting-edge health policy research, initiatives to empower health care consumers, and implementation of innovative models of health care delivery.

As a Health Policy Fellow you will:

- Work with leading experts researching health care and implementing health reform initiatives
- Support implementation of innovative approaches for transforming health care delivery
- Gain data analytics experience such as collecting, analyzing and interpreting qualitative and quantitative data
- Contribute to white papers, policy briefs and academic papers
- Learn essential communication skills via interactions with leading researchers, community leaders, physicians, senior health care administrators, and data analysts
- Learn about health policy research and implementation processes in a rapidly reforming industry

Candidates must have the following skills and experience:

- Strong enthusiasm for US health care and/or health policy, and commitment to advancing health reform in the US
- An internship and/or professional experience in health policy, public health, or a related field
- Experience working with data, including preparation of presentation-quality graphs and tables
- Familiarity with statistical programs such as SAS or STATA and/or qualitative software such as Atlas ti or QSR NVivo
- Experience writing policy briefs, technical reports, academic articles, and/or grant reports, and conducting background literature searches
- Proven ability to apply critical thinking and sound judgment to address open-ended problems
- A bachelor’s degree

This position is based in Lebanon, New Hampshire. It offers medical, dental and vision plans, retirement plan, paid time off, tuition reimbursement, fitness reimbursement, and the opportunity
to live in a beautiful area with year-round recreational activities. Fellowships typically last 2 years.

For more information about this position, and TDI, go to http://www.tdihealthpolicyfellows.com. To apply online please go to http://searchjobs.dartmouth.edu and access position number #1011119. Applications are currently being accepted for the July 2015 cohort.

Dartmouth College is an equal opportunity/affirmative action employer with a strong commitment to diversity. In that spirit, we are particularly interested in receiving applications from a broad spectrum of people, including women, minorities, individuals with disabilities, veterans or any other legally protected group.