

West Virginia Hospital Association Position Description

Quality and Data Summer Internship

REPORTS TO:

Vice President, Quality and Data Services

JOB SUMMARY:

The quality and data intern will be primarily responsible for the development of a toolkit for hospitals to support the implementation of the Opioid Response Initiative, a topic in the WVHA Commitment to Excellence Honors Program. This project will support hospitals in achieving Gold Honors by providing resources and best practices for the Opioid Response Initiative activities, which will assist hospitals in transforming theory into practice. Responsibilities include research and identification of related information, resources, and tools to drive implementation of the evidence-based practices detailed in the Opioid Response Initiative. The toolkit may include driver diagrams, checklists, surveys, or other tools to guide users in the implementation of evidence-based recommendations. Intern will have the opportunity to present results to WVHA staff and develop communications to hospitals.

The summer internship is to be completed between May and August 2024. The intern will need to be available weekdays, 8:00 a.m. – 4:30 p.m., for a minimum of 30 hours per week. WVHA utilizes a hybrid work schedule, with Monday and Tuesday in the office and Wednesday, Thursday and Friday remote (remote is optional and intern will have the option to work in the office).

ESSENTIAL JOB FUNCTIONS:

1. Conduct background research and literature review of evidence-based recommendations on opioid response/opioid stewardship for hospitals.
2. Organize information, resources, and tools in a clear, concise, and user-friendly toolkit for WVHA member hospitals.
3. Collaborate with internal and external stakeholders to identify best practices and lessons learned.
4. Work closely with WVHA staff on quality, data, and advocacy projects.
5. Function effectively and independently with strong organizational and critical thinking skills.
6. Demonstrate effective social and communication skills in a team-oriented environment, professionalism and time-management skills are essential.

7. Follow all WVHA policies and procedures and complies with all state and federal laws, including, but not limited to, the Health Insurance Portability and Accountability Act (“HIPAA”).

EDUCATION/EXPERIENCE:

The quality and data intern should be in pursuit of a master’s degree in public health, public policy, healthcare administration, healthcare informatics, or similar field. The applicant should have expertise in MS Office, especially Word and Excel, as well as the presentation of information using charts, graphs, and tables. An interest in healthcare quality improvement is required.

COMPETENCIES:

Analytical Skills

- Ability to research varied topics as needed.
- Resourcefulness to investigate complex issues and synthesize quantitative and qualitative information.
- Experience with creating charts, graphs, and tables to present complex information.

Writing, Communications, and Interpersonal Skills

- Ability to produce high-quality work on time.
- Strong speaking skills to present and to communicate with both technical and non-technical audiences.
- Organizational, interpersonal, and critical thinking skills are essential.

To apply, please submit resume or CV and writing sample to resume@wvha.org by May 15, 2024.