

BJC HealthCare

Job Title: **Evidence-Based Care Specialist**

Job Family: Professional and Technical – Non-clinical

POSITION SUMMARY:

This position manages multiple databases to meet the information needs of the Evidence Based Care unit in the Center for Clinical Excellence department of BJC HealthCare. The Evidence based Care Specialist will generate regular and ad hoc reports in various formats such as PowerPoint, spreadsheet, or text documents for the Center for Clinical Excellence department and other BJC customers of Evidence Based Care.

This position is under the direct supervision of the Senior Epidemiologist and Clinical Epidemiologists. This position will not have functional direct reports.

Scope

- Maintains databases.
- Manipulates data sets including merging and integrating data files.
- Performs quality and validation checks of data.
- Generates regular and ad hoc reports using databases.
- Generates reports according to established guidelines and in a timely manner.
- Prepares special reports as requested.
- Assists staff in generating reports and graphical displays.
- Provides data in a timely manner and according to established guidelines.
- Responsible for storage and retrieval of scientific publications
- Retrieves articles online or from medical library as needed to collect data
- Develops and maintains EndNote library of all references used for evidence reviews
- Builds database of current and impending national quality measurement standards
- Manages and compiles information from the National Quality Forum on quality measures
- Attends internal and external educational programs and professional meetings as available for continuing professional education.
- Attends relevant meetings and training programs offered by professional organizations

Critical Measures of Success:

- Provide effective on-going support of all Evidence Based Care processes
- Strong customer satisfaction in partnership with all Evidence Based Care customers
- Demonstrated ability to function as member of disciplined cohesive team as evidence by trust and open communication between all members of Evidence Based Care team

Qualifications:**Minimum Requirements:**

Bachelors Degree

Database application experience

Relational Database/ SQL or Access experience – 2 years or more

Microsoft Word – 2 or more years

Microsoft Excel – 2 or more years

Microsoft PowerPoint – 2 or more years

Benefits:

Comprehensive medical and dental coverage options

Paid Pension plan

401(k) plan with company match

Tuition Assistance, Learning Accounts and Scholarship Funds

Health Care and Dependent Care Reimbursement Accounts

BJC Fitness Center Access

Subsidized child care facilities available

Apply online at: www.bjc.org

Questions:

Contact Liana Merz, PhD at lrm8993@bjc.org