ACCREDITATION COUNCIL FOR GRADUATE MEDICAL EDUCATION
JOB DESCRIPTION

The following describes the various aspects of the designated job. Some or all of these aspects may be changed over time, with or without notice, at the sole discretion of the Accreditation Council for Graduate Medical Education (ACGME).

Title: Data Analyst

Department: Department of Applications and Data Analysis

Reports To: Project Analyst

Work Schedule: Full-Time

Date: December, 2012

Organization Overview

The Accreditation Council for Graduate Medical Education (ACGME) is a private, non-profit, professional organization responsible for the accreditation of nearly 9,000 residency education programs and about 700 institutions that sponsor these programs in the United States. Residency programs are responsible for educating over 116,000 resident physicians in 135 specialties and subspecialties. The ACGME's mission is to improve health care by assessing and advancing the quality of resident physicians' education through exemplary accreditation.

Job Summary

The Data Analyst contributes to the preparation of scientific papers and technical reports, prepares custom tables, prepares graphical data display and provides analytical support for operational systems.

Department of Applications and Data Analysis Overview

The Department of Applications and Data Analysis is responsible for the development and ongoing maintenance of all data collection systems that deal with residency program accreditation and outcomes. The department also provides project management, quality assurance testing, analytical reporting, and support for these data systems and data acquisition tools. Currently the department is taking a leadership role in the visual display of data and its use in accreditation.

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Primary Duties and Responsibilities

The primary duties and responsibilities of this position include, but are not limited to, the following:

- Provide sophisticated output in the form of reports, analyses, research and data. Reports frequently involve national statistics displayed as tables and visually displayed graphical information.
- Work with multiple, large datasets (primarily SQL, Oracle, and SAS) to create analytic longitudinal datasets for analyses.
- Work with operational analytical team and software developers to interpret data and statistical results to produce unique and compelling data visualizations.
- Participate in the preparation of complex data, analysis, and technical reports.
- Create ad hoc reports or data files in response to specific data inquiries.
- Analyze and process survey data producing tabulated results in various report formats.
- Develop, code, and maintain SAS applications that are used for data analysis and reporting.
- Maintain analytic documentation.
- Participate in the preparation of scientific papers and technical reports.
- Other additional and/or alternative duties as assigned from time to time.

Education, Knowledge, Skills, and Abilities

- Bachelor's Degree required in computer science, mathematics, social sciences, public health, research-related field or equivalent experience; Master's Degree preferred.
- At least two years hands-on data analyst/research experience, preferably in topics related to medical education or health care.
- Demonstrated experience using SQL and SAS to query and evaluate datasets; proficiency in Microsoft systems (Excel, Access, etc.) required.
- Track record of creative problem solving, multi-tasking, and quick response to requests for data analyses.
- Must possess skill for interpreting, analyzing and pre-processing data.
- Demonstrated proficiency using analytic software; specific experience using SAS a must.
- Advanced written and oral communication skills.
- Must be able to manage projects independently and prioritize tasks.
- Demonstrated ability to implement projects and adhere to established timelines.
- Ability to conceptualize and perform data analysis and experienced in generating custom reports.

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- Must be detail oriented with the ability to pay close attention to accuracy of work.
- Experience communicating patterns of data through graphical display desirable;
- Ability to communicate clearly, effectively and appropriately for the intended purpose and audience required.
- Must possess excellent interpersonal skills and ability to work as a team player.

Equipment

Position requires the significant use of standard office equipment such as a computer, keyboard, mouse, photo copier, fax machine, telephone, etc.

Working Conditions

Most of the work of the Data Analyst is done in the ACGME office with the typical physical demands of an office environment.

Physical Requirements

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

While performing the duties of this job, the Data Analyst:

- Will regularly be required to sit and work for extended periods of time at a computer terminal using various computer programs and other computer tools.