

SCHOOL OF NURSING
UNIVERSITY OF ALABAMA AT BIRMINGHAM

POSITION DESCRIPTION

PT Program Manager I – Jablonski Project (20 hrs per week)

Brushing Away Infections

TALEO#- T52583

UAB Employment Site Number

SUMMARY:

The purpose of this project is to implement a comprehensive Improving Mouth Care Program (IMCAP) in 7 Alabama certified LTCFs (788 total beds). The IMCAP differs from other mouth care training programs because it combines three important components: best evidence-based mouth care practices for older adults, scientifically tested behavioral strategies designed to minimize refusal behavior from persons with dementia, and one-to-one clinical coaching by a Mouth Care Coach for the licensed and unlicensed staff. Mouth care is more than a grooming activity; it is oral infection control. Consistent and thorough mouth care directly increases the health and quality of life for residents of certified long-term care facilities (LTCFs). Mouth care not only improves oral health, it prevents pneumonia in LTCF residents. Preventing pneumonia by providing safe and consistent mouth care will not only prevent hospitalizations for this illness, it will also save money: \$19.6 million dollars are spent caring for Medicare beneficiaries with pneumonia annually. Persons with moderate to severe cognitive impairment are at highest risk for inadequate mouth care and pneumonia, due in part to their dependence on others for mouth care. Nationally, these individuals constitute nearly 60% of the LTCF population. Nursing staff often unknowingly trigger refusal behaviors when working with persons who have cognitive impairments.

This position supports and reports to the Principal Investigator (PI) on the new project entitled: **Brushing Away Infections**. Under general PI supervision, this individual is responsible for all day-to-day operations of the study program. This person operates with a high degree of independence, is responsible for supporting program's goals and objectives, and provides administrative support such as coordinating daily activities, handling requisitions, and assisting in the financial management of the program. They are also responsible for developing procedures and processes to implement the study (e.g. database development, data cleaning, data management) regulatory processes (e.g. IRB submissions), day-to-day operations, routine and ongoing reports, and maintenance of key functions of the protocol. The individual in this role will facilitate budget expenditures and reconciliation in accordance with UAB and School of Nursing policies and procedures.

RESPONSIBILITIES:

1. Maintain budget and manage day-to-day grant activities
2. Maintain central calendar for tracking study timelines
3. Schedule, participate in, and keep minutes for weekly research staff meetings
4. Coordinates meetings/conferences with appropriate University offices and external agencies as needed. This includes coordinating travel arrangements for the research team.
5. Order supplies and equipment, and coordinate shipping of the supplies and equipment
6. Coordinate with associate investigators and consultants pertinent to the project.
7. Creates and organizes study files, data storage during study, and archives

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8. Assists in preparation, editing, and submission of presentations and publications
9. Working under the direction of the Evaluation Coordinator and statistician, the Program Manager will:
 - a. prepare datasets for analyses from original excel/SAS datasets
 - b. code and/or re-code variables
 - c. create new variables
 - d. define and label variables; create codebook
 - e. merge databases
 - f. conduct data cleaning and exploratory data analysis
 - g. prepare statistical results for reports in tables, charts, graphs, and narrative
10. Working under the direction of the Evaluation Coordinator, will compare digital interview recordings with electronic transcripts for accuracy and upload files into nVivo
11. Under the direction of the statistician on the study who will verify programming codes, run descriptive statistics and visualization graphs
12. Participates in education/training opportunities that facilitate this role
13. Facilitates compliance relative to University, School of Nursing, and sponsor policies, Office of Research and Scholarship within the School of Nursing, applicable IRBs, and University policies and procedures.
14. Ethical conduct is a fundamental expectation for every UAB community member. All employees must abide by the standards of behavior outlined in the UAB Enterprise Code of Conduct. Upon hire, new employees are required to attest to the Code by completing the online training that is assigned to them. Behaviors inconsistent with the Code may result in appropriate consequences.

QUALIFICATIONS:

Position requires a bachelor's degree in health-related field (Public Health, Health Services/Administration, Medical Sociology, Nursing, a plus). A Master's degree is preferred. Position requires at least two years of previous program coordinator/administrator experience and high degree of organizational skill. This position also requires: proficiency with Microsoft office software (Word, Excel, PowerPoint, Access, and Outlook); a strong background in quantitative and qualitative skills, specifically, knowledge of SPSS programming; knowledge of nVivo; understanding of database management; editing experience; and the ability to construct tables, graphs, and charts. The work involves occasional evenings and weekend hours to meet deadlines, which may be virtual. These hours will be scheduled in advance. The successful candidate should be flexible, self-motivated, professional, and possess excellent interpersonal and organizational skills. This position requires an individual possess outstanding written and verbal communication, interpersonal, critical thinking, organizational, assessment and management skills to meet the expected outcomes of the role. The individual must be detailed oriented, take initiative and have professional accountability. CITI IRB training will be required upon hire. Well-developed writing, communication, interpersonal, and organizational skills are required. Individual must be able to work independently and within a team environment especially by telephone and virtually. They must be able to be persistent, but professional in interacting with busy clinicians and participants. All duties will be conducted in accordance with federal guidelines for conduct of research with human subjects. Individual must adhere to all SON & UAB policies and procedures including but not limited to all FERPA and HIPAA regulations. All work performed must be in accordance with SON and UAB policies and procedures and UAB Enterprise Code of Conduct.

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