



**20110 Ashbrook Place, Suite 150, Ashburn, VA 20147**

## **Position Description for RxCheck Business Subject Matter Expert (SME)**

This position reports to the RxCheck Program Director at the IJIS Institute. The IJIS Institute corporate headquarters is in Ashburn, VA.

The location of employment for this position is considered remote.

### **The Company**

The IJIS Institute is a non-profit collaboration network representing the leading industry companies and practitioners focusing on information technology standards, policies, and processes that serve the justice, public safety, homeland security, emergency communications, health and human services, and school safety sectors. We aim to improve information sharing to maximize safety, efficiency, and productivity. The IJIS Institute is funded by a combination of industry contributions, grants, and contracts from multiple state and federal agencies through the US Department of Justice and other federal organizations. The IJIS Institute offers local, state, tribal, and federal agencies a variety of technology services such as onsite assistance and consultations, training and educational materials and sessions, help desk and online knowledge management support, and program and project management.

### **The Position**

This position will assist the IJIS RxCheck Program Director in the continued development, planning and delivery of the business requirements of the IJIS RxCheck solution outlined in the federal grant and provide technical assistance (as it relates to the operation of the RxCheck solution) to State Prescription Drug Monitoring Program (PDMP) Administrators.

The RxCheck Business SME is expected to:

- Assist in the review and development of business requirements to enhance the IJIS Institute's RxCheck solution.
- Provide support and assistance in responding to business-related questions from Health Care Entities (HCEs), Health Information Exchange (HIE) providers, State Prescription Drug Monitoring Program (PDMP) Administrators, Tribal Entities, the PDMP Training and Technical Assistance Center (TTAC) and other Institute for Intergovernmental Research (IIR) representatives.
- Facilitate remote technical assistance calls with stakeholders.
- Assist with or conduct information presentations and webinars.
- Collaborate with team members, including our technical subcontractor, to ensure all business requirements are properly identified, implemented and documented.
- Assist in creating / updating user manuals, guides, PowerPoint presentations and other technical assistance documents and outreach products.
- Assist in the development of grant proposals and innovative project recommendations.

The successful candidate will have a strong understanding of, and work history in, the PDMP environment. A working understanding of the IJIS Institute's RxCheck solution is a plus.

IJIS Institute Business SMEs possess the ability to:

- Facilitate business requirement discussions within a diverse group setting.
- Review and understand how proposed technical designs achieve the users' required business needs and constraints.
- Promote operational standardization and functional ease of use.

### Education

- Bachelor's degree in healthcare management or healthcare administration and policy is a plus.
- 10+ years working in the PDMP environment.

### Required Skills

Required skillset includes.

- 10+ years experience working in the PDMP environment.
- Experience working in government customer/client environments.
- Proven ability to work independently and manage to performance objectives.
- Experience in the development and delivery of professional business requirements.
- Experience in the development and management of client business opportunities.
- Ability to analyze complex issues from various stakeholder perspectives at both the macro and micro levels and develop strategies to ensure successful outcomes.
- Proficiency in group facilitation, team building, and conflict resolution.
- Experience working with diverse technical, practitioner, and stakeholder project teams.
- Detail-oriented, well organized and the ability to multi-task.
- Proficiency in oral presentations, oral and written communication, and business writing.

The selected candidate should be able to travel up to 25%.

### Desired Skills/Certifications

- A basic understanding of the current technology health standards supported by the IJIS Institute's RxCheck solution's State Routing Service (SRS) including FHIR, NCPDP, HL7, NIEM and ASAP.
- Experience in working with federal government grant programs.

Please send resumes to [carrie.morrison@ijis.org](mailto:carrie.morrison@ijis.org)

The position is open until filled.

*The IJIS Institute is an Equal Opportunity Employer.*