

Medical Education Outcomes Manager – Remote Position

Spire Learning, an award-winning healthcare education group located in northern New Jersey, currently has an exceptional opportunity for a Medical Education Outcomes Manager. The Outcomes Manager is responsible for establishing, tracking, and reporting outcomes to demonstrate degree of knowledge and skill/strategy acquisition and/or change in practice/performance, as a result of participation in accredited medical education activities. This role requires knowledge of quality CME/CE outcomes standards, a strong attention to detail, a basic understanding of statistical analysis, and the ability to handle multiple projects at various stages at any given time.

At Spire, we believe that healthcare education has the power to transform lives. Our passion and empathy drive our enduring commitment. If you are passionate about making a difference through healthcare education, find out how to join our team.

Primary responsibilities include:

- Collaboration with business development and clinical leads to create an effective outcomes plan for grant submissions
- Review program evaluations for alignment with outcomes expectations
- Track and analyze all outcomes data for approved grants
- Interpret data and develop monthly, interim, and final outcomes reports in collaboration with program managers and clinical directors
- Entry of outcomes data into supporter portals
- Oversee contracted vendors engaging in outcomes data capture to ensure that outcomes meet or exceed expectations
- Lead biweekly outcomes and reconciliation meetings
- Develop internal resources, capabilities, processes and procedures for assessing, planning, and evaluating the effectiveness of continuing education activities targeted to healthcare professionals
- Stay current with innovations in the demonstration of value for educational programming
- Ensure activity files contain all required retention documentation

Basic Qualifications

- Bachelor's degree
- 2+ years of experience in educational outcomes
- An aptitude for reviewing, collecting and analysing data
- Consistent ability to meet deadlines
- Ability to trouble shoot and implement related process improvement(s)
- Excellent time management and organizational skills, with the ability to efficiently work on multiple tasks simultaneously in a highly deadline-driven environment
- Strong Microsoft Office skills; PowerPoint and Excel required

- Ability to work independently, and create collaborative working relationships
- Effective verbal and written communication skills
- Strong focus on accuracy and attention to detail
- Comfortable in a fast-paced working environment.

Preferred Qualifications

- Strong working knowledge of instructional strategies for adult learning and educational design
- Knowledge of current guidelines and criteria of the ACCME, ACPE, AMA, and other accreditation and regulatory bodies, as appropriate
- Understanding of performance and quality improvement-based continuing education
- Experience in clinical medicine, clinical research, market research or other data analysis field
- Experience with statistical software

We offer a competitive salary and excellent benefits.

If you are looking for an outstanding career opportunity, please submit your resume to hr@spirelearning.com