

WEST SIDE INSTITUTE FOR SCIENCE & EDUCATION

Senior Summer Fellow Communications & Database Project Manager

About the West Side Institute for Science and Education: The West Side Institute for Science and Education (WISE) is a non-profit research corporation established as a “flexible funding mechanism” to facilitate the conduct of VA-approved medical research and educational programs at the Jesse Brown VA Medical Center [Jesse Brown]. Veterans benefit directly and indirectly from the high quality care by investigators, improved VA retention rates, access to the latest drugs and devices, and the extra care that goes along with participation in clinical research and the resulting patient outcomes.

Jesse Brown has a large funded research and development program, including studies in prostate cancer, gastroenterology, hypertension and other heart diseases, chronic lung disease, diabetes, and the design and development of prosthetic devices, among others. Our research program enhances the ability to provide state-of-the-art medical techniques and treatments to our Veteran patients. www.WISEChicagoVA.org

Project Scope: WISE is at a pivotal point in our Strategic Growth Plan. Of the 77 sites doing similar work at VA hospitals across the country, we are helping standardize the process through which VA collaborates in biomedical research through formulation of policies, procedures, and forms to effect the study budgets. We’ve doubled our portfolio in each of the last fiscal years, set to exceed \$2.0 million in annual receipts, as compared with \$250,000 in FY15.

The New Sector Fellow will spend Summer 2019 to work with the Executive Director to develop a project database that can help management analyze the performance of studies, continue to modify policies to better reflect actual procedures, and create reports, including the Annual Report, and other materials to facilitate presentation to the Board of Directors, community partners, and other key stakeholders.

Responsibilities: The Senior Summer Fellow will be responsible for executive business strategy and operations development in the exciting space between the NPC and its Academic Affiliate institutions, which include Northwestern, University of Illinois at Chicago, University of Chicago, and the School of the Art Institute, in advancement of VA-approved research. Specifically, the Fellow will focus on the following key tasks over the summer:

- Database Development (40%) – Convert existing and trending data to create a database in Excel to aid management in the analysis of projects and possible change in NPC policies. This can be considered Phase I.
- Reporting System Development (40%) – Using the new database, develop a report-generation process to create sophisticated, high-quality reports for presentation to hospital leadership, partners, and peer organizations. This can be considered Phase II.
- Annual Report (20%) – Write content, create graphics, and effect layout to create a template for the NPC’s Annual Report.

Deliverables:

- Project database with possible suggested modifications to current policies and procedures;
- Help generate a range of reports, utilizing Microsoft Office-based applications and existing models; and
- Create a template the NPC can use as its Annual Report, including leveraging its presence across social media.

Qualifications:

- Excellent writing and communication skills to appropriately engage with MDs and PhDs conducting highly-technical research;
- Tech savvy – must be familiar/experienced with how data can be presented, including mastery of Microsoft Office;
- Analytical abilities, with particular interest in the healthcare industry and the issues relating to historically under-served populations achieving meaningful access and opportunity to their care;
- Self-motivated team player, driven by the long-term implications of installing thoughtful, quality policies, procedures, and forms;
- Enthusiasm to help the NPC achieve its critically-important role in advancing biomedical research discovery, while serving Veterans and their Families; and, given our population
- A demonstrated commitment to the highest ethics for integrity, duty, honor, and honesty.