

JOB DESCRIPTION

The Washington State Hospital Association (WSHA) believes each employee makes a significant contribution to our success. That contribution should not be limited by the assigned job functions and responsibilities. Therefore, this job description is designed to outline primary duties, qualifications, job functions, and job scope, but not limit the employee nor WSHA to just the work identified below. It is our expectation each employee will offer his/her services wherever and whenever necessary to ensure the success of our mission

Job Title Policy Director, Clinical Issues
Position Rating Exempt
% FTE 100%
Effective Date December 1, 2011

Purpose of Position: The position of Policy Director, Clinical Issues, is responsible for providing research and policy analysis on issues that address clinical care and staffing in hospitals and health systems. This position engages WSHA members to advocate on behalf of these policies with both the legislature and administrative agencies. This position requires an understanding of a broad range of health care issues, the legislative process, and politics. This position involves the use of project management, communication and political skills.

<i>% of Time</i>	<i>Function</i>	<i>Goals(s)</i>	<i>Responsibilities</i>
20%	Engage WSHA members in public policy advocacy.	<p>Increase WSHA's political influence.</p> <p>Connect WSHA members to the political process.</p> <p>Help WSHA members feel comfortable advocating and meeting with legislators and government officials..</p> <p>Increase contacts between WSHA members and elected officials.</p> <p>Build influential relationships WSHA can call on at key points in the policy making process.</p>	<p>Recruits and organizes WSHA members, including hospital and health system leaders, trustees, and staff in support of WSHA's policy/advocacy objectives.</p> <p>Facilitates contacts between hospital personnel and elected officials.</p> <p>Communicates with WSHA members about legislative and regulatory issues.</p> <p>Trains and educates WSHA members on specific policy issues as well as advocacy skills.</p> <p>Answers questions from WSHA members about policy and advocacy.</p> <p>Mobilizes WSHA's member advocacy network on WSHA's policy priorities.</p>
60%	Serve as lead staff on health care and hospital policy issues related to clinical care and work force in the state legislature and with administrative agencies.	<p>Provide leadership on health policy issues related to clinical care and work force.</p> <p>Support WSHA's advocacy efforts in the state legislature and with administrative agencies.</p>	<p>Represents WSHA on selected state governmental committees and task forces.</p> <p>Performs data collection, research, analysis, and presentation of information about selected policy issues.</p>

		<p>Ensure WSHA’s policy goals are met.</p> <p>Ensure relationships with relevant state agencies and other outside partners are positive and effective.</p>	<p>Guides and implements sound legislative strategy on key policy issues.</p> <p>Tracks, analyzes, and communicates developments in selected policy issues.</p> <p>Drafts, revises, and edits policy/advocacy materials on selected policy issues – such as surveys, reports, memoranda to staff and committees, bill reviews, and issue briefs.</p> <p>Serves as contact with certain state agencies such as the Department of Health, and work force, higher education, and health professions regulatory bodies.</p> <p>Assists with communications to members through <i>WSHA Weekly Reports, Bulletins, Inside Olympia, Fiscal Watch</i>, and other WSHA publications.</p> <p>Monitors issues as they arise and advises whether these should be a priority.</p> <p>Responds to member requests for analysis and information about policy issues.</p> <p>Makes presentations to WSHA member executives and trustees on behalf of the Policy/Advocacy Team.</p>
20%	<p>Contributes to the overall success of the Policy Development Team and Policy/Advocacy Team</p>	<p>Contribute to overall advocacy interests during the legislative process.</p> <p>Actively look for ways ensure policy issues are adequately staffed by helping other policy directors when their workload is unmanageable and seeking help when his/her own workload is unmanageable.</p> <p>Establish and maintain a good working relationship and become a respected and valued member of the Policy Development Team and the Policy/Advocacy Team.</p>	<p>Analyzes and proposes bills during legislative session.</p> <p>Develops working relationships that support accomplishments of the goals and objectives of the Policy/Advocacy Team.</p> <p>Ensures major issues receive adequate attention, and smaller issues do not fall through the cracks.</p> <p>Communicates regularly and effectively with team members.</p>

		Promote coordinated, effective, and efficient teamwork.	Recognizes accomplishments and contributions of team members. Assists other WSHA staff when needed. Performs other assignments as directed by the Senior Vice President, Policy Development.
On-going	Training and development	Maintain and increase skills and knowledge. Enhance job performance	Participates in relevant training and development opportunities.
On-going	Provides a high level of customer service and satisfaction	Promote WSHA as a high quality organization through professionalism, expertise, and responsiveness.	Handles requests by Policy/Advocacy Team members, WSHA members, and others with courtesy and professionalism. Develops excellent working relationships with internal and external "customers". Shares information appropriately with WSHA members, staff, and others. Keeps confidential information confidential. Continually stresses customer service and satisfaction in all areas.

Principal Interactions and Partnerships

Policy Development Team members
Senior Vice President, Policy Development
Senior Vice President, Policy and Advocacy
Senior Vice President, Patient Safety
Vice President, Public Affairs
General Legal Counsel
Policy/Advocacy Team members

Job Skills and Knowledge

Leadership, management, and coordinating skills and experience
Knowledge of federal, state, federal, and local political processes
Skills in developing and maintaining effective working relationships with WSHA members/staff and public officials
Ability to conceptualize, analyze, and communicate complex health policy issues
Strong team player and able to coordinate multiple activities
Proficient in Internet research
Ability to write, edit and proof documents accurately
Ability to work independently and in a team environment
Excellent communication skills (listening, writing, and speaking)
Ability to read, write, speak, and understand English fluently
Ability to use computer hardware and software required

Educational, Experience, and/or Licensing Requirements

Bachelor's degree or equivalent work experience

Master's degree in Health Administration, Public Health, Business Administration, or other relevant discipline degree preferred

Clinical degree preferred

Job Conditions

Position requires working in an office environment with usual office equipment including copiers, fax machines, and computers. The position also requires limited travel in and out-of-state. Position requires some early morning, evening, or weekend work.

Reports to: Senior Vice President, Policy Development

Job Description Review Dates and Initials of Employee and Supervisor:
