



Position Description

Title: eHealth Exchange Director of Governance & Operations

Reports to: eHealth Exchange Executive Director

FLSA Status: Exempt, Full Time

Supervisory Responsibility: N/A

POSITION SUMMARY:

The eHealth Exchange Director of Governance & Operations serves as the lead staff and subject matter expert on the data sharing network's legal agreements and policies while leading operations in consultation with the Executive Director (ED), Coordinating Committee (CC) and Board of Directors.

The Director works with the ED to evaluate network capability and related policy implications as new use cases are considered to enhance and grow the network; and serves as the lead representative with participating federal agencies to accomplish coordinated innovative strategies supporting and accelerating a nationwide rollout of the eHealth Exchange Program across the U.S.

The Director serves as a subject matter expert (SME) on eHealth Exchange governance, including in-depth knowledge of the Data Use and Reciprocal Support Agreement (DURSA), associated Operating Policies and Procedures (OPPs), and the CC—serving as lead staff and Secretary to the CC.

This position is located in the Vienna, VA corporate office or remote.

What is the eHealth Exchange?

eHealth Exchange is a nationwide health data sharing network, which enables the secure sharing of health information among public and private participants, including federal agencies, health systems, healthcare provider organizations, regional and state health data sharing networks, public health and others in support of better care for individuals and populations.

ESSENTIAL FUNCTIONS:

- Ensure the efficient operation of the eHealth Exchange network, including legal framework, policies, process, committees, workgroups, directories, and certificates
- Function as the lead staff member and serve as the Secretary to the CC the governing body which oversees the eHealth Exchange, and prepare matters for CC deliberation and oversee the execution of decisions made by the CC
- Provide subject matter expertise on eHealth Exchange governance, including in depth knowledge of the Data Use and Reciprocal Support Agreement (DURSA), associated Operating Policies and Procedures (OPPs), and the CC
- Consult with The Sequoia Project legal counsel as appropriate to resolve questions related to eHealth Exchange governance, policy implications for new use cases, and proposed changes to legal agreements
- Analyze policy implications of new laws, regulations, and guidance related to health information sharing to align network policy and governance as appropriate



- Independently complete projects and related activities, and initiates project tasks. Coordinate project deliverables with key stakeholders. Routinely complete complex assignments requiring independent action and high degree of initiative to resolve issues with consistency, urgency and accuracy.
- In consultation with the Executive Director, build close relationships with federal agencies in an effort to expand stakeholder engagement, and enhance, broaden, and accelerate the nationwide rollout of the eHealth Exchange Program across the U.S.; current participating agencies include: Veterans Health Administration (VHA), Department of Defense (DOD), Social Security Administration (SSA), and Indian Health Services (IHS)
- Address questions and provide guidance to applicants and organizations participating in the program
- Lead policy review process to vet new use cases as applicable and provide subject matter expertise to ensure new use cases and/or specifications are within the scope of the eHealth Exchange (i.e., impacts or changes to eHealth Exchange Operating Policies and Procedures, establishing task groups)
- Collaborate with the eHealth Exchange team to support delivery of customer service-level contract commitments and maintain a high degree of customer satisfaction, solid network function, and performance
- Manage ongoing development, review, input, and maintenance of the following, in coordination with The Sequoia Project Chief Executive Officer (CEO), Chief Technology Officer (CTO), VP Informatics, Conformance, & Interoperability, and the eHealth Exchange ED and CC Chair:
 - Onboarding package and materials
 - Trust agreement and related policies and procedures
 - Validation plans, test cases, and related testing tools
 - Operating Policies and Procedures
 - Workgroup efforts that maintain the materials implemented by eHealth Exchange Participants
- Collaborate with The Sequoia Project VP of Informatics, Conformance, and Interoperability to ensure that testing processes are successfully aligned and implemented within the overall eHealth Exchange Onboarding process
- Oversee educational programming; lead regular communication calls and other educational sessions, overseeing content creation and delivery
- Model the organization's values and Code of Conduct; manage resources and business objectives in compliance with The Sequoia Project policies and standards
- Complete other projects as assigned by the eHealth Exchange ED

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to manage governance and operations for a rapidly growing and evolving program on a nationwide scale, in a highly visible setting
- Excellent communication and customer relationship management skills



- Ability to independently work through complex policy, governance, and operational issues toward timely resolution both at a strategic level as well as a day-to-day operational level, in a setting that requires coordinating across multiple parties including senior level leadership
- Ability to adapt quickly to complex culture and develop successful professional relationships with key stakeholders
- Ability to independently complete tasks accurately and within strict time constraints while simultaneously manage multiple projects
- Solid foundation of professional experience developing, interpreting, and applying policies, preferentially for production health information sharing
- Demonstrated ability starting and leading multi-disciplinary teams for complex program efforts
- Must be experienced and comfortable working in a fast-paced entrepreneurial environment and able to deal well with change and ambiguity
- Excellent computer skills with Microsoft Windows, Microsoft Outlook, Microsoft Word, Microsoft PowerPoint, and Microsoft Excel

EDUCATION, TRAINING, AND EXPERIENCE:

- Bachelor's degree required; Master's degree in Business Administration, Public Health Administration, J.D., or related field preferred
- Minimum of 8 years' experience in healthcare
- Minimum of 5 years working on complex health IT policy and trust agreements for health information exchange
- Demonstrated understanding of federal contracting preferred

PHYSICAL AND MENTAL REQUIREMENTS:

- Ability to work on a computer for extended periods of time
- Ability to stand or sit for extended periods of time
- Extended working hours and overnight travel may be necessary; approximate travel: 10%
- Ability to lift 15 to 20 lbs.