

## Nurse Policy Analyst

**Job Description:** This position performs complex and very technical analysis and consultation for the Medicaid/CHIP Policy Development Division. The nurse analyst must have strong research skills, including experience conducting comprehensive literature reviews using PubMed/Medline, Hayes, and other electronic databases and synthesizing findings for a clinical and political audience and applying it to medical benefits in the Medicaid program. The nurse analyst in this position must be proactive in seeking input from other staff in the Medicaid/CHIP Division and demonstrate the ability to work as an effective team member with other divisions within HHSC, and other HHS agencies. At times, the nurse analyst in this position will be asked to facilitate internal workgroups and provide guidance to peers.

**Essential Job Functions:**

(25%) Clinical Research - Researches, analyzes, and synthesizes peer reviewed literature and evidence-based practices and applies it to program medical, dental, and mental health benefit policy. Provides complex technical medical information verbally or in writing to nonclinical audiences. Consults with stakeholders to address Medicaid program benefit policy issues. (25%) Develops policies- Reviews current benefits and develops new benefits for Medicaid medical policy. Identifies eligibility standards and authorization requirements for policies. Collaborates, as needed, with HHSC staff in other programs and other State agencies in program benefit policy development, planning, and implementation. Serves as clinical subject matter expert in the development and review of program benefit policy. Develops, reviews, and provides comments on Medicaid materials intended for use by vendors, providers, managed care organizations, and other partners. (30%) Special Projects and Workgroups - Leads or participates in workgroups and public meetings engaged in research, analysis, and evaluation of policy issues or initiatives. Leads or participates in special projects as requested by management. Positively represents department, agency, and State in conferences and meetings, including public presentation delivery, and, as an ongoing representative on various committees and teams, as directed. Prepares project updates, summaries, reports, or other documents and keeps management informed on pertinent issues. Functions as a resource to other State staff providing guidance, advice, or direction. Responds to internal and external communications and requests for information in a timely manner. Identifies the need to, and communicates and consults with external stakeholders, as necessary. (15%) Quality Assurance - Participates in quality assurance activities through: Development and review of program medical, dental, and mental health benefits, including reviewing documentation, document tracking research, policy development, and reviewing discussions and draft program benefit policy changes. -Researching provider or manufacturer questions or concerns. Maintains organized electronic files of activities and shares with partners, as appropriate. Assists in the review and referral of complaints concerning medical and other providers and services. (5%) Regulation review - Reviews, analyzes, and comments on regulations

affecting program benefit policy. Other duties, as assigned, include but are not limited to actively participating in or serving in a supporting role to meet the agency's obligations.

**Registrations,**

**Licensure**

**Requirements or**

**Certifications:**

Current license to practice as a Registered Nurse in Texas or a state that recognizes reciprocity through the Nurse Licensure Compact.

**Knowledge Skills**

**Abilities:**

Strong research skills, including experience conducting comprehensive literature reviews using PubMed/Medline, Hayes, and other electronic databases such as UpToDate, and synthesizing findings for a clinical and political audience. Experience with clinical practice guideline evaluation or development; clinical quality assessment, assurance, or improvement; clinical research; epidemiology; health care delivery Knowledge of health and human services agencies and programs, including Medicaid/CHIP. Excellent computer skills, including Microsoft Office suite. Demonstrated ability to work independently and function effectively as a member of a team, and under tight deadlines with high volume workloads. Highly organized and the ability to manage several projects concurrently in a fast-paced environment and juggle competing priorities. Detail and task oriented. Highly proficient in the English language with excellent written, verbal, and interpersonal communication and presentation skills. Ability to effectively facilitate meetings, establish and advance agenda goals. Skill in project planning, evaluation, and implementation. Skill in establishing and maintaining effective working relationships with managers, co-workers, and other staff or program stakeholders. Ability to write and implement policies, standards and procedures. Ability to interpret public health laws, rules, regulations and recommendations. Knowledge of quality assurance principals. Familiarity with medical vocabularies such as Current Procedural Terminology (CPT), International Classification of Diseases, version 9, version 10.

**Initial Screening**

**Criteria:**

Bachelor's of Nursing degree preferred, but other bachelor's degrees will be considered if the education included research design methodology and evaluation; Master's degree preferred in public health, health policy, biology or other social/behavioral health field or 4 years experience in area that provided equivalent experience. Experience completing policy analysis a plus. Strong skills in applying clinical research to policy and performing comprehensive literature reviews. Familiarity with coding such as HCPCS, CPT and ICD9, a plus, but not required. Preference to those with a genetics or clinical research background.

**Final Selection**

**Criteria:**

Bachelor's of Nursing degree preferred, but other bachelor's degrees will be considered if the education included research design methodology and evaluation; Master's degree preferred in public health, health policy, biology or other social/behavioral health field or 4 years experience in area that

provided equivalent experience. Experience completing policy analysis a plus. Strong skills in applying clinical research to policy and performing comprehensive literature reviews. Familiarity with coding such as HCPCS, CPT and ICD9, a plus, but not required. Preference to those with a genetics or clinical research background.

**Additional  
Information:**

Applicants selected for an interview will be required to submit a writing sample and complete an in-basket exercise. In compliance with the Americans with Disabilities Act (ADA), HHS agencies will provide reasonable accommodation during the hiring and selection process for qualified individuals with a disability. If you need assistance completing the on-line application, contact the HHS Employee Service Center at 1-888-894-4747. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.