

**Example Job Description
for
Practice Enhancement Assistant (Practice Facilitator)
From the Oklahoma Primary Care Research Network (OKPRN)**

TITLE: Practice Enhancement Assistant (PEA)

LOCATION: Family Medicine - OKC but may be based in a city in Eastern Oklahoma

HOURS: 40 hours per week, Mon-Fri **PAY RANGE: \$35,000 - \$45,000/yr**

MINIMUM QUALIFICATIONS: Bachelor's Degree in Biological Science, Physical Sciences, Health professions or related field and 12 months research experience.

JOB FUNCTION: Coordinates and administers multiple projects for implementing new methods and research findings into community practices.

PREFERRED QUALIFICATIONS: Primarily healthcare or research experience preferred. Prefer Master's Degree in Nursing, Education, or Health Promotion Science and experience training medical office personnel. Must hold a valid driver's license and have dependable transportation for which mileage traveled will be reimbursed through project resources at the current state level. Must have experience and expertise in using information systems including but not limited to project management software, Excel, Word, E-Mail and internet information retrieval.

Practice Enhancement Assistants (PEAs) are individuals who develop a relationship with a group of practices generally eight practices per PEA over a period of time, over a period, in order to help them to evaluate and improve the quality of care they provide. This is accomplished through practice audits and feedback, patient surveys, staff training, “cross-fertilization” (sharing of ideas among the eight practices), coordination of quality improvement initiatives, and provision of specific materials and resources (flow sheets, computer training, etc.). Practice Enhancement Assistants (PEA’s), accomplish several other useful tasks as well. These tasks can be divided into three categories: facilitation of research, facilitation of practice enhancements (implementation), and facilitation of communication. Each full-time PEA is assigned to 8 practices, visiting each one every two weeks on a predictable schedule, spending the day assisting the practice with identified objectives and obstacles, and meeting with the physicians and key support staff. They spend one day per week discussing the needs of their practitioners and learning more about how to address them with other PEAs. PEAs based in other parts of the state usually meet by videoconference.