

Job Description: Program Manager

Job Title: Program Manager

Location: Mountain View, CA

Reports to: Chief Medical Information Officer

Summary: HealthLoop is a dynamic start-up in Silicon Valley developing electronic tools for improving patient care in the follow up setting. We are an energetic team with abundant experience and breakthrough ideas that will change the way medicine is practiced.

The Program Manager will oversee management of our medical information content development program. This includes driving the development of and managing clinical content that is provided by the internal medical team, consultants, and outside domain experts. Maintenance of excellent professional relationships with team members and outside clinical staff is critical to the role. Travel up to 15% may be required. Responsibilities may also include assisting the medical team with clinical study design. May additionally work with Sales, Marketing, and Support to ensure customer satisfaction goals are met. May have interactions with Engineering and Product Management, providing input and feedback from clients.

Responsibilities include, but are not limited to:

- Interact with HealthLoop clinical users and subject matter experts, to ensure that content developed by them is delivered in a timely manner
- Translate content provided by opinion leaders into viable and functional protocols within HealthLoop's proprietary tools
- Define content standards and develop and manage the process for curating clinical content
- Provide ongoing content updates to the leadership team

Requirements

- Bachelor's degree required (Masters in a technical or health IT field, or an MPH desired).
- 5-7 years experience in program or project management.
- Familiarity with medical terminology and healthcare. Prior experience in a clinical setting a plus.
- Experience with the development, implementation and support of healthcare or related research projects.
- Proven ability to work with cross-functional teams that report to other managers.
- Excellent interpersonal, oral and written communication skills and the ability to interface with all levels of staff and leadership.
- Experience with Gantt charting, resource management, issue tracking, and scheduling.
- Well versed in Microsoft Office (Excel, Powerpoint, Word) and standard Project Management software (e.g., Microsoft Project, OnTime, or others)
- Demonstrated ability to be self-directed with excellent organizational, analytical, and project related skills.

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- Self-starter with the ability to work both independently and in teams and to take direction from multiple project leads.
- Ability to meet deadlines, multi-task, and work under pressure.
- High degree of commitment, flexibility, self-motivation, self-confidence, assertiveness, and high tolerance for ambiguity.
- Examples and at least one sample of an effective document delivered in the past.

Compensation

- Salary commensurate with experience
- Benefits
- Stock options

Send resume and cover letter referencing Program Manager to jobs@healthloop.com