

## Position Description

<b>Job Title</b>	Director, Regulatory Advocacy
<b>Reports to</b>	VP, External Affairs
<b>Date</b>	1/6/2022
<b>Purpose Statement</b>	
<p>This position advises NCMS on health policy and regulatory affairs affecting NCMS members, the health care system generally, and the NCMS and its Foundation. In addition to serving as the NCMS liaison to assigned state and federal agencies, commissions, and professional organizations, this position responds to inquiries from members and others concerning regulations governing the practice of medicine in NC and performs general policy development on behalf of the NCMS.</p>	
<b>Qualifications</b>	
Experience	<ul style="list-style-type: none"> <li>• At least 5-10 years of experience in health policy, and/or government affairs</li> <li>• Must possess familiarity with processes and procedures of relevant government entities, the ability to develop and maintain internal and external professional relationships, capacity for issue identification, assessment, and resolution, and demonstrate good judgment in accommodating relevant interests.</li> <li>• Must have strong written and verbal communication skills and the ability to perform regulatory and policy research and analysis.</li> </ul>
Education	Bachelor's degree and JD from an ABA-accredited law school, MPP, MPH, or other graduate level degree in a relevant field.
Technology	Microsoft Office software (Word, Excel, Outlook, PowerPoint). Experience with Raiser's Edge and Financial Edge also desirable.
<b>Key Result Areas</b>	
Policy Development	<ul style="list-style-type: none"> <li>• Provide policy guidance consistent with the NCMS strategic plan and priorities to committees and task forces of the NCMS and its affiliates.</li> </ul>

<p>State Advocacy</p>	<ul style="list-style-type: none"> <li>• Establish working relationships to advance NCMS priorities with: <ul style="list-style-type: none"> <li>○ NC DHHS, including DMA/DHB, DPH, DHSR, and the Medical Care Commission.</li> <li>○ NC Medical Board &amp; other relevant licensing boards.</li> <li>○ Insurance Commissioner and NCDOL.</li> <li>○ NC Industrial Commission.</li> <li>○ NC Rules Review Commission.</li> </ul> </li> <li>• Develop expertise and leverage knowledge of the NC Administrative Procedure Act to lead the Society’s involvement in agency rulemaking initiatives and other opportunities for stakeholder engagement.</li> <li>• Maintain strong working relationships with relevant agency staff to encourage a positive dialogue and timely notice of relevant agency activities.</li> <li>• Evaluate regulatory proposals as early in the development process as possible to effect change consistent with NCMS policy.</li> <li>• Advise and assist lobbying team with legislative proposals and bill summaries upon request.</li> <li>• Work and communicate with legislative staff on all matters that have or may become subject to legislation as requested by the lobbying team.</li> <li>• Collaborate in the development of NCMS policy and educational materials.</li> </ul>
<p>Federal Advocacy</p>	<ul style="list-style-type: none"> <li>• Work with the Director, Health System Innovation to monitor changes and new initiatives from CMS, giving priority to those initiatives that seek to implement new care models and quality programs designed to promote optimal health system performance</li> <li>• Collaborate in the development of NCMS policy and educational materials.</li> <li>• Increase the Society’s level of engagement in federal agency advocacy and rulemaking processes.</li> </ul>
<p>Private Sector</p>	<ul style="list-style-type: none"> <li>• Direct Society activities relating to physician-hospital issues.</li> <li>• Work with the Director, Health System Innovation on matters related to government, commercial, self-funded, and other third party payers and administrators operating in the state. Areas of focus include, but are not limited to: <ul style="list-style-type: none"> <li>○ Managed care contracting and network relations</li> <li>○ Utilization Review – prior authorization, benefit managers, medical policies and procedures</li> <li>○ Fraud &amp; Abuse – audits, extrapolation, prepayment review, payment suspension, appeals</li> <li>○ Administrative Simplification – electronic transactions, timely filing, prompt pay</li> <li>○ Reform – Medicaid managed care, Health Benefits Exchange, alternative payment methodologies, new healthcare delivery systems</li> <li>○ Credentialing, physician profiling, and narrow networks</li> </ul> </li> </ul>

Internal	<ul style="list-style-type: none"> <li>• Provide general regulatory guidance and counsel to the NCMS, its Boards, and affiliate organizations as requested.</li> <li>• Participate in compliance activities for NCMS as requested.</li> <li>• Provide policy guidance to committees and task forces of the NCMS and its affiliates.</li> <li>• Assist in responding to member inquiries.</li> </ul>
Additional Responsibilities	<ul style="list-style-type: none"> <li>• Work closely with senior staff on health policy development and advocacy efforts.</li> <li>• Monitor development of current and emerging issues to identify opportunities for NCMS to advocate on NCMS priorities.</li> <li>• Work and communicate with NCMS membership staff to develop advocacy-related communications to enhance membership value.</li> <li>• Work with NCMS communications staff to respond to media inquiries and inform members of NCMS efforts.</li> <li>• Provide staff services to assigned committees and utilize the committee/task force structure of the NCMS to vet issues.</li> <li>• Enable and encourage member involvement in policymaking process. Develop and make presentations addressing External Affairs work and other priorities of the NCMS.</li> <li>• Work and communicate with other organizations to encourage their contribution of resources to help accomplish common goals.</li> <li>• Work with NCMS subsidiaries, affiliates, and strategic partners, including the NCMS Foundation and managed specialty societies, as needed to advance NCMS objectives.</li> <li>• Perform other duties and responsibilities as assigned.</li> <li>• Administrative responsibilities include: <ul style="list-style-type: none"> <li>○ Follow administrative policies of the NCMS related to purchasing, travel, personnel, accounting, etc.</li> <li>○ Maintain positive attitude to help foster an environment of effective teamwork and professionalism among all NCMS staff.</li> </ul> </li> </ul>
<b>Strategic Commitment</b>	
<ul style="list-style-type: none"> <li>A. Understand NCMS Enterprise vision, mission, goals, and values.</li> <li>B. Actively promote NCMS Enterprise to members, non-members and other stakeholders.</li> <li>C. Support an environment that encourages teamwork; open, honest and respectful communications; and where every team member is valued and accountable.</li> </ul>	
<b>Growth Opportunities</b>	

The Division leadership commits to identifying the appropriate mentor within the team to answer questions, provide insight to career development, and assist with performance evaluations. This position has 3 levels: entry, experienced, and advanced. Progression through the levels is dependent on years of experience, performance, and skill development and the following:

- Education: *Example:* seeking additional education and training relevant to their job responsibilities (or something to that effect), perhaps put interaction with a mentor here.
- Experience: *Example:* years of relevant work experience, relevant skill development, level of sophistication in decision making (low, shared, independent);
- Responsibility: *Example:* able to do all that is expected, willing and able to assist others, taking on new responsibilities.
- Performance: *Example:* are you not meeting, meeting, or exceeding your strategies and tactics...
- Tools for growth include the Insights Discovery psychometric tool, built to help people understand themselves, understand others, and make the most of the relationships that affect them in the workplace.

<b>Employee Signature</b>	
<b>Date</b>	