

Job Title	Manager, Regulatory Affairs		
Reports to	Senior Director of Policy Development		
Effective Date	January 1, 2021	Manager of People	No
FLSA Status	Exempt	EEOC Class	2

ABOUT NCHA

NCHA is a statewide trade association representing more than 130 hospitals providing acute care, ambulatory care, sub-acute care, rehabilitative, home health and hospice services, behavioral health services, state psychiatric inpatient services and veterans’ services. The association promotes and supports our members and associated partners by advocating for sound public policy, advancing collaborative partnerships, and accelerating innovation to improve the health of the communities where we live and work. NCHA achieves this work by leverage the scope and scale associated with a \$17+ million-dollar organization, which is funded by members’ dues, grants, and shared service.

PURPOSE

This position works closely within the Advocacy, Policy, and Communications team to operationalize key policy priorities and resources for the Association. This position manages internal processes and coordinates with key subject matter experts to respond to regulatory actions that will impact members.

RESPONSIBILITIES

- Monitor opportunities for public comment including the Federal Register, North Carolina Register, and state agencies (e.g., NC Department of Health and Human Services) and notify NCHA members through the NCHA Regulatory Report.
- Review and respond as necessary to all proposed regulatory changes affecting hospitals, including the Federal Register and North Carolina Register and recommend action as needed.
- Coordinate NCHA and member hospitals’ analysis and response to agency and regulatory changes that affect NCHA members.
- Manage process for developing NCHA public comments for submission, including working with NCHA and NCHF staff and Association members, to ensure timely submission of public comments that reflect Association positions.
- Correspond with regulatory boards such as the Medical Care Commission, and with regulatory agencies and hospital representatives, to determine actions that have been taken, are being considered, or should be taken by the board/agency and the potential effects of any such action on NCHA member hospitals.
- Develop and maintain a roster of member experts to place on boards, committees, or commissions for which NCHA or NCHF have designated slots or requests for participation.
- Manage the development and regular updates of NCHA policy materials and resources for members, including legislative briefs.
- Monitor public meetings, such as the Medical Care Commission and State Health Coordinating Council and recommend NCHA action to supervisor as needed.

- Coordinate with the Education Department to recommend and develop trainings or other educational opportunities for members as it relates to changing federal and state regulations or accreditation standards.
- Coordinate with the Communications department to ensure timely notifications and news reach members.

MISSION/VISION/VALUES

- Embrace the NCHA mission *to improve the health of the communities where we live and work by advocating for sound public policy and collaborative partnerships* and the NCHF mission *to foster and accelerate the collective impact of hospitals, health systems and community partners to improve the health of North Carolinians.*
- Support the NCHA and NCHF vision for a *North Carolina where high-quality healthcare is equitable and accessible for all.*
- Demonstrate NCHA's core values in all relationships, at all times. Respect. Integrity. Teamwork. Accountability. Perseverance.

INTERNAL RELATIONSHIPS

- Serve as a member of the NCHA Advocacy, Policy, and Communications team.
- Work closely with both NCHA advocacy team and the general counsel in the management of regulatory functions, and in initiating NCHA response in matters relating to proposed legislation, government relations and NCHA policy.
- Coordinate with other team members to ensure appropriateness of NCHA's response to proposed legislation and regulation and in matters pertaining to clinical services integration.

EXTERNAL RELATIONSHIPS

- Frequent and regular contact with leaders of the North Carolina Division of Health Service Regulation and other regulatory boards and agencies, with member organizations and team members on legislation affecting hospitals, and with regulatory affairs personnel of other associations and interested groups.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Healthcare or Business-related field.
- Five (5) years of related experience, preferably with regulatory affairs.
- An equivalent combination of education, training, and experience may be considered.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent interpersonal, communication, writing, and collaboration skills.
- Good problem-solving skills.
- Detailed oriented
- Strong writing abilities
- Ability to establish and maintain effective working relationships with co-workers, managers, and clients.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work performed mostly in an office environment.
- Use a computer throughout the workday.
- May require occasional travel (or change travel expectation as appropriate).

North Carolina Healthcare Association is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, age, sex, national origin, veteran status, disability, sexual orientation, or other protected status.