Position Description

Title: Testing Programs Engineer

Reports to: VP, Informatics, Conformance & Interoperability

FLSA Status: Exempt, Full Time

Supervisory Responsibility: N/A

POSITION SUMMARY:
The Testing Programs Engineer is accountable for the customer support, development, and maintenance of the conformance testing programs for various companies and programs. These testing programs assess the conformance of systems under test to relevant transport, security, and content standards. The Testing Programs Engineer is a primary customer point of contact responsible for user account and system configuration management in the Interoperability Testing Platforms and supporting the testing process. This process includes analyzing results and drafting testing reports for existing programs and configuring, piloting, and prototyping for new programs. The various testing programs ensure systems adhere to the required technical and policy framework requirements to enable interoperable health information exchange.

This position is remote and requires U.S. citizenship.

The Sequoia Project is a non-profit with a public service mission to advance the ability of health IT systems to interoperate for the improvement of patient care, and the reduction of costs in the health care system. In addition to its own initiatives and programs, The Sequoia Project provides management and marketing support for a portfolio of non-profit health IT organizations.

ESSENTIAL FUNCTIONS:

• Facilitates the testing processes and supports systems under test in accordance with established quality assurance and testing procedures across various company initiatives for transport, security, and content testing procedures.
• Provide consultation and subject matter expertise to assist systems under test with the standards required or how to interpret the testing tooling reports, test case documentation, testing process, testing methodologies and requirements used to support various testing programs to ensure adherence to the related standards.
• Coordinate and facilitate meetings with customers who go through the quality assurance and testing process.
• Review testing results in coordination with other testing staff and prepare draft test reports based on findings.
• Assists with pilots of new capabilities introduced to the testing programs and provides feedback for improvements to the testing staff.
• Investigate and facilitate the resolution of issues arising out of the quality assurance and testing process resulting in tool or documentation defect tracking.
Collaborate with internal teams and other functional representatives to develop and maintain data standards collateral, website edits, and other testing documentation improvements as required.

- Provide 2nd level support for X.509 Digital Certificate troubleshooting.
- Develop and maintain procedural documents and policies.
- Ensure coherence of standards initiatives across organizations.
- Supports training programs to ensure consistent implementation and adoption of standards developed and published.
- Other duties and special projects as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Excellent attention to detail.
- Project management experience.
- Knowledge of Health Information Technology, interoperability, and health information exchange. Implementation of standards in EHRs or other health IT systems.
- Excellent oral and written communication skills and customer relationship skills.
- Ability to manage and prioritize deliverables in a timely manner.
- Well organized and able to communicate the status of multiple projects concisely.
- Demonstrated aptitude and desire for learning new technologies.
- Ability to provide concise and timely responses to customers involved in the testing process.
- Excellent attention to service level agreements and agreed upon time to respond.

**EDUCATION, TRAINING AND EXPERIENCE:**

- Bachelor’s degree (at a minimum)
- Minimum of 5+ years of experience in the health information technology field
- Professional experience as a business analyst, testing analyst, software development engineer, or systems engineer required
- Proven experience facilitating or supporting testing and certification
- Experience with HL7, IHE, and various web services standards
- Experience working in cross-functional team-oriented environments
- Proficiency in MS Outlook, Word, Excel, and PowerPoint

**PHYSICAL AND MENTAL REQUIREMENTS:**

- Ability to work on a computer for extended periods of time to include typing and working on a computer monitor
- Ability to stand or sit for extended periods of time
- Extended working hours and travel may be necessary
- Occasional lifting of 15 to 20 lbs.