

## Curriculum Vitae

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### EDUCATION:

PhD student, Indiana University Richard M. Fairbanks School of Public Health at IUPUI  
Major: Health Policy and Management  
Minor: Social and Behavioral Health  
Research focus: risk characterization in the decision making process to adopt innovations

M.P.H. University of Michigan, School of Public Health 1974  
Major: Public Health Administration, Community Health Services.

B.S. Rutgers University, College of Agriculture and Environmental Science 1973  
Major: Environmental Science  
Minor: Public Health

CERTIFICATIONS: Lean Six Sigma Black Belt, March 2015

### SKILLS:

During my career I have had the opportunity to develop and apply skills in leadership, management, planning, strategic planning, program design and implementation, program evaluation, quality improvement, policy development and implementation, and organizational development. I also had the opportunity to work with public and private organizations to develop supportive strategies for shared projects or to develop resolution of differences in strategies. These included Federal agencies, state agencies, professional health associations, voluntary health associations, and academia.

All positions required the ability to prepare and make public presentations on agency or program activities to a variety of public and private organizations. These included Federal agencies, state agencies, the Indiana General Assembly, professional health associations, voluntary health associations, community groups, academia, etc.

Most positions included supervising directors of the included units, and ensuring all work complied with Federal and state requirements. Duties also included developing job descriptions, reviewing performance, and conducting disciplinary actions

### PROFESSIONAL POSITIONS:

October 2008 to Present, Associate Director, Tracking and Evaluation Program, Indiana Clinical

and Translational Sciences Institute, Indiana University School of Medicine

Responsibilities: Responsible for evaluating and tracking efforts of the Indiana Clinical and Translational Sciences Institute (Indiana CTSI) as part of the IU School of Medicine. This includes

- developing policies and procedures used in evaluating and tracking the CTSI programs;
- directing the implementation of the evaluation and tracking procedures;
- developing research instruments and structured questionnaires for both structured interviews and focus groups for the core Indiana CTSI and consult in the development of such tools for the individual Indiana CTSI programs;
- collecting, analyzing, and interpreting quantitative and qualitative data; and
- conducting interviews and focus groups and reporting evaluation findings.

Responsibilities also include

- developing strategic directions for the T&E Program and once approved, working with the T&E Program Director and others in the program to implement the strategic directions for the program;
- drafting T&E policies that best serve the Indiana CTSI and its affiliated organizations and programs;
- working with Indiana CTSI program directors to ensure that benchmarks are met and that programs are meeting expectations.

The position is responsible for the coordinating preparation of Indiana CTSI Annual Progress Report and preparing other reports for both internal use and those required by NIH. The position is responsible for initiating and/or editing ideas/concepts, developing goals, and preparing various communication pieces related to all T&E activities in Indiana CTSI; synthesizing and integrating requested feedback into position papers and other communication pieces; coordinating the preparation and writing of documents, reports, and research papers related to all development efforts.

Indiana State Department of Health (ISDH) April 2007 to August 2008, Assistant Commissioner, Public Health System Development and Data

Responsibilities: Manage and direct activities in the

- Policy and Grants Management Office,
- Data Analysis Team,
- Public Health and Medicine Partnerships Office, and the
- State Health Data Center.

The Public Health System Development and Data Commission (PHSDD) is responsible for:

- public health system quality improvement,
- development and publication of public health data for the public,
- use of census data for analysis of health needs, acquisition and oversight of ISDH grant applications, and for
- the development and maintenance of health data in the State Health Data Center.

The position is also responsible for coordinating ISDH collaboration with other State

Agencies regarding public health plans and policy. In this role, I developed presentations for the State Health Commissioner to present at national and state organizations, and represented the agency in coordination with other state agencies.

ISDH September 2005 to April 2007, Assistant Commissioner, Public Health Surveillance and Preparedness

Responsibilities: Manage and direct activities in the, Epidemiology Resource Center, Indiana State Department of Health (ISDH) Laboratories, Public Health Preparedness Division, and the State Health Data Center. The Public Health Surveillance and Preparedness Commission (PHSP) is responsible for overall disease surveillance and public health preparedness and bioterrorism response for the ISDH. This includes preparations for effective public health response to all hazards such as pandemic influenza, use of biological agents, and chemicals. The PHSP is also responsible for the development and maintenance of health data in the State Health Data Center. The position is also responsible for coordinating ISDH collaboration with other State Agencies regarding public health preparedness and emergency response.

ISDH May 2000 to September 2005, Assistant Commissioner, Information Services and Policy

Responsibilities: Manage and directs activities in the Policy Office, External Information Services Division, Epidemiology Resource Center, Information Technology Services Division, Indiana State Department of Health (ISDH) Laboratories, Public Health Preparedness Division, and Vital Records Division. The Information Services and Policy Commission (ISPC) is responsible for overall disease surveillance and public health preparedness and bioterrorism response for the ISDH. The ISPC is responsible for the development and maintenance of health data for the ISDH. The Data Management program was responsible for the information processing support for these programs and the ISDH. The commission was also responsible for monitoring health policy issues at the national and state levels for the purpose of formulating agency positions on policy issues of public health significance. Coordinated ISDH collaboration with other State Agencies regarding information technology projects. Coordinated the ISDH strategic planning efforts.

ISDH November 1996 to May 2000, Director Information Technology Services

Responsibilities: Plans, manages, and directs activities of Information Technology Services to implement the ISDH Information Architecture Plan to support the agency's achievement of its vision, mission, and critical success factors. Coordinated ISDH collaboration with other State Agencies regarding information technology projects. Coordinated the ISDH strategic planning efforts.

ISDH March 1995 to November 1996 Acting Director, Management Information Services

Responsibilities: Planned, managed, and directed activities of Management Information Services to support the agency's achievement of its vision, mission, and critical success

factors. Coordinated ISDH strategic planning efforts.

ISDH August 1994 to March 1995 Director Organizational Development

Responsibilities: Coordinated ISDH Strategic Plan implementation with emphasis on customer service, quality, and work force.

ISDH March 1994 to August 1994 Director Quality Assurance Program Services

Responsibilities: Coordinated transition of ISDH Strategic Planning Project from formal project phase to implementation of initiatives identified in the ISDH Strategic Plan. Collaborated with Assistant Commissioner for Consumer Health Services regarding enhancement of ISDH quality assurance initiatives.

ISDH August 1993 to March 1994 Director Office for Policy Coordination

Responsibilities: Coordinated ISDH Strategic Planning Project, monitored state and national legislation and policy developments for impact on ISDH.

ISDH March 1992 to August 1993 Assistant Commissioner, Public Health Policy Commission, Indiana State Department of Health.

Responsibilities: Managed and directed activities in the Public Health Research, Health Planning, Public Health Statistics, Health Education, and Data Management programs, and the Grants Resource Center. The commission was responsible for the development and maintenance of health data through the activities of the Public Health Research, Health Planning, and Public Health Statistics programs. The Data Management program was responsible for the information processing support for these programs and the ISDH. The commission, through the Health Education programs was responsible for statewide health education activities to promote healthy lifestyles. The commission was also responsible for monitoring health policy issues at the national and state levels for the purpose of formulating agency positions on policy issues of public health significance. The Grants Resource Center was charged with the overall coordination of the agency's grant seeking and management efforts. The Center helped identify potential grant opportunities, facilitates the preparation of grant requests, and provided oversight the successful completion of grants supported activities.

ISDH December 1990 to March 1992 Assistant Commissioner, Health Marketing Commission, Indiana State Board of Health

Responsibilities: Manage and direct activities in the Bureaus of Policy Development, Health Promotion Consumer Protection, and Quality Assurance. These include key public health programs in the areas of inspection and regulation. This commission is responsible for the federal Medicare/Medicaid certification program and state licensure programs. The commission is also responsible for surveys and inspections of all retail

food and consumer protection operations, and all meat and poultry slaughterhouse and packaging operations. The commission is responsible for the development and maintenance of health data through the activities of the Bureau of Policy Development (see previous position described below). The commission, through the Bureau of Health Promotion is responsible for statewide health education activities and preparation of video and graphic displays to promote healthy lifestyles.

ISDH January 1986 to December 1990 Director Bureau of Policy Development, Director Indiana Health Data Center, Indiana State Board of Health

Responsibilities: Administration and supervision of the Divisions of Public Health Statistics, Health Planning and Public Health Research. These include the vital records, and public health statistics (including coordination with the National Center for Health Statistics) functions, coordination with the Indiana University School of Business on population projections, quality of care data studies, the Indiana certificate of need program, long-term care data bases, the Indiana Medical and Nursing Grant Fund program, hospital financial reporting system, as well as the preparation of the State Health Plan, the Assessment of Statewide Health Needs, and special studies of health issues and policy. The Health Data Center is responsible for improving the availability and quality of health data available to the public and to health policy makers in Indiana.

ISDH January 1979 to January 1986 Director Planning Program

Responsibilities: Managed the development of the State Health Plan and the Assessment of Statewide Health Needs. Development of the hospital financial disclosure reporting system under Indiana law. Coordination of planning activities with state level, local, and national organizations.

ISDH July 1976 to January 1979 Section Chief-Plan Development

Responsibilities: Development of the State Health Plan, and liaison activities with areawide voluntary planning groups

ISDH January 1975 to July 1976 Administrative Assistant

Responsibilities: Support the general development and administration of health planning activities of the Indiana Advisory Comprehensive Health Planning Council.

#### MEMBERSHIPS AND COMMITTEES:

Member Association for Clinical and Translational Science Evaluation Special Interest Group, 2014 to present

Chair, CTSA Consortium Evaluation KFC Definitions Work Group October 2011 thru September 2012

Clinical and Translational Science Consortium, Evaluation Key Function Committee, Annual Face-to-Face Meeting, October 2012, member program planning committee.

Member Clinical and Translational Science Award Consortium Evaluation Key Function Committee (KFC); Shared Resources Interest Group; Social Network Analysis Interest Group; and Evaluation Definitions Interest Group; National CTSA Evaluation Liaison Group 2008 – 2013 (group dissolved by NIH).

Member Indiana Department of Homeland Security District Planning Council Committee 2005 – 2008.

Chair, Indiana Office of Technology Security Policy Development Team, 2005

Chair, Data Processing Oversight Commission, Data Administration Project, 1999

Governor's and Health Commissioner's Representative to the Kokomo Community Forum, 1998 - 1999

Chair, Health Facilities Council Rulewriting Subcommittee, 1991-1994

Member Hospital Council 1990-1992

Member, Problems Definitions Subcommittee to the Commission on State Health Policy 1990-1992

Member, Forensic Science Commission 1991-1992

Community Services Council Project Impact Steering Committee 1990

Member, Community and Home Options to Institutional Care for the Elderly and Disabled, 1990-1991

State of Indiana Geographic Information Services Steering Committee 1989-1990

Infant Mortality Case Review Committee, Marion County 1991

Member Indiana Department of Public Welfare Medicaid Advisory Committee, 1988-1992

Steering Committee, HIV Services Planning Program Grant 1989-1990

Technical Secretary to Governor's Task Force on Organ Transplantation, 1986-1988

Technical Secretary to the Indiana Trauma Action Group, 1988-1991

AIDS Policy Group Subcommittee on Delivery of Care, 1988-1990

Member on Subcommittee on Alternative Financing to the Steering Committee on Health Care for the Medically Underserved, 1986-1988

Member Indiana Department of Public Welfare Work Group on Medicaid Cost Containment, 1988

Member Hoosier Initiative 2000 on Financing Health Care 1987-1988

Member Indiana Public Health Association Committee on Health Care for the Indigent, 1987

Chair, Indiana Public Health Association Public Policy Committee, 1985

Staff consultant to the Indiana Long-term Care Insurance Project (funded by Robert Wood Johnson Foundation), 1987-1990

#### PUBLICATIONS:

Hunt JD, Kaplan K, Thompson R (1977). The Cooperative Health Planning Structure in Indiana. *American Journal of Health Planning* January 1977

<https://www.ncbi.nlm.nih.gov/pubmed/10305950>

Hunt JD, Whipple EC, McGowan JJ (2012). Use of social network analysis tools to validate a resources infrastructure for interinstitutional translational research: a case study. *Journal of the Medical Library Association*. Vol. 100 No. 1:48-54. doi: 10.3163/1536-5050.100.1.009

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3257477/>

Sajdyk TJ, Sors TG, Hunt JD, Murray ME, Deford ME, Shekhar A, Denne SC (2015). Project Development Teams: A Novel Mechanism for Accelerating Translational Research. *Academic Medicine*. Vol. 90 No. 1 :40-6. doi: 10.1097/ACM.0000000000000528.

<https://www.ncbi.nlm.nih.gov/pubmed/25319172>

Rubio DM, Blank AE, Dozier A, Hites L, Gilliam VA, Hunt J, Rainwater J, Trochim WM (2015). Developing Common Metrics for the Clinical and Translational Science Awards (CTSAs): Lessons Learned. *Clinical and Translational Science*. 2015 Oct;8(5):451-9. doi: 10.1111/cts.12296. Epub 2015 Jun 15.

<https://www.ncbi.nlm.nih.gov/pubmed/26073891>

Surkis A, Hogle JA, DiazGranados D, Hunt JD, Mazmanian PE, Connors E, Westaby K, Whipple ED, Adamus T, Mueller M and Aphinyanaphongs Y (2016). Classifying publications from the clinical and translational science award program along the translational research spectrum: a machine learning approach. *Journal of Translational Medicine*. 14:235 DOI: 10.1186/s12967-016-0992-8 <https://www.ncbi.nlm.nih.gov/pubmed/27492440>

## PRESENTATIONS

Association for Clinical and Translational Sciences, Annual Meeting. Panel organizer and moderator: Classifying publications along the translational spectrum: A machine learning approach. April 18, 2015, Washington, DC

Indiana Clinical and Translational Sciences Institute Annual Meeting September 26, 2014, Indianapolis, Indiana. Poster presentation: Indiana CTSI Program Utilization and Resource Expenditure (PURE) Metrics Implementation

Indiana Clinical and Translational Sciences Institute Annual Meeting September 13, 2013, Indianapolis, Indiana. Poster presentation: Investigators Benefiting from Indiana CSTI Services and Resources 2009 – 2012

Clinical and Translational Science Consortium, Evaluation Key Function Committee, Annual Face-to-Face Meeting, Panel Presentation: Common Clinical Research Metrics across the Consortium, Survey of CTSA Definitions for Evaluation. October 2012, Washington, DC

Indiana Clinical and Translational Sciences Institute Annual Meeting August 31, 2012, Indianapolis, Indiana. Poster presentation: Indiana CTSI Services and Metrics Grant Years 1 through 4, August 2012

Clinical and Translational Science Consortium, Evaluation Key Function Committee, Annual Meeting, December 2011, Washington DC. Poster Presentation: Indiana Clinical and Translational Sciences Institute Metrics 2008 – 2010

Indiana Clinical and Translational Sciences Institute Annual Meeting April 25, 2011, Indianapolis, Indiana. Poster presentation: Indiana Clinical and Translational Sciences Institute Metrics 2008 – 2010,

Social Network Analysis Workshop, September 23, 2010, Sacramento, CA. Indiana CTSI use of Social Network Analysis, Data from the ICTSI Annual Progress Report 2010.

Panelist Pan American Health Organization Conference: Health for All by 2000, September 1987, Indianapolis, Indiana

## ACADEMIC/TEACHING POSITIONS

Course Number	Course Title	Institution	Years Taught
H611	Policy Development, Implementation, and Management (Teaching Assistant – 2012, 2013, Adjunct Lecturer – 2014, 2015)	IU Fairbanks School of Public Health at IUPUI	2012 – 2016



P500	Social and Behavioral Sciences in Public Health (Teaching Assistant)	IU Fairbanks School of Public Health at IUPUI	2011
P611	Policy Development, Implementation, and Management	IU School of Medicine Department of Public Health	2000 - 2011
MidSouth Program for Public Health Practice	Strategic Planning and Management of Public Health Organizations	University of Alabama at Birmingham School of Public Health	1994 - 1997
	Introduction to the Health Care System	IUPUI School of Public and Environmental Affairs	1994
S505	Health Policy Process	IUPUI School of Public and Environmental Affairs	1993, 1996 – 1999

References and additional information available upon request.