

## UW HEALTH POSITION DESCRIPTION

<b>Associate Medical Director, Home-Based Hospital Care</b>	
<b>Department (if applicable):</b>	Administration
<b>Reports to (Name &amp; Title):</b>	Medical Director, Home Based Hospital Care
<b>Indirect/Matrixed Report(s) (Name &amp; Title):</b>	Chief, Division of Hospital Medicine Medical Director, Population Health
<b>Administrative Hours (based on 50 hr work week):</b>	10 (0.2 FTE)

### POSITION SUMMARY

The Associate Medical Director will provide day-to-day clinical and operational leadership for UW Health’s Home-Based Hospital Care (HBHC) program. Under the leadership of the Medical Director of HBHC, and working in alignment with the Office of Population Health and the Division of Hospital Medicine, this role will focus on operational execution, workflow optimization, quality oversight, and frontline clinical integration to ensure the reliable delivery of high-quality inpatient-level care in the home. This position will critically support the planned growth and expansion of the HBHC program.

Together with the HBHC Medical Director, the HBHC Associate Medical Director will serve as a core clinical leader for the HBHC care team, supporting physicians, advanced practice providers (APPs), nurses, and community paramedics in the safe and efficient delivery of care. This includes direct involvement in clinical case review, escalation management, protocol adherence, and real-time operational troubleshooting to ensure consistent patient enrollment and care performance across the program.

### ROLES AND RESPONSIBILITIES

The expectation of UW Health medical directors is to provide leadership to their program/area(s) that results in the consistent and successful delivery of “Remarkable Healthcare” that is high quality, cost efficient, and delivered in a way that is highly satisfying for patients, providers, and staff. Medical leaders are expected to develop and demonstrate all UW Health Leadership Competencies and lead within their program/area(s) using the UW Health Way.

This role will administer the following responsibilities and activities:

- Work with other HBHC leaders to create service structures, plan patient workflows, and establish day-to-day duties of HBHC providers.
- Assist with ongoing monitoring, refinement, and optimization of HBHC clinical workflows.
- Align daily HBHC operations with inpatient hospital medicine workflows, support efficient patient identification and enrollment, facilitate appropriate consultative access, and help manage patient throughput across the continuum of care.
- Work closely with hospital medicine leadership and operational teams to ensure smooth transitions between inpatient units and the home environment.
- Work with the HBHC Medical Director to support recruitment, onboarding, training, and mentorship of HBHC clinicians. This includes reinforcing best practices for delivering acute care in the home setting, promoting effective use of HealthLink and remote patient monitoring technologies, and supporting interdisciplinary team development.
- Provide day-to-day operational oversight for community paramedics practicing within HBHC, and serve as a key liaison between field-based providers and program leadership.
- Partner with program management to monitor operational performance metrics, including enrollment volume, length of stay, transfer rates, quality indicators, and patient experience measures.
- Help implement targeted quality improvement initiatives to improve efficiency, workflow reliability, and patient safety.
- Contribute to the Division administrator on-call pool.

Each medical director has a particular area of emphasis for their role but ensuring the provision of “Remarkable Healthcare” is a shared responsibility. In support of delivering “Remarkable Healthcare”, medical leaders promote excellence in both culture and performance management and are expected to perform standard work that supports this achievement.

Each medical director will work with their administrative partners and/or leaders to establish and maintain a culture that values and embraces the team-based care model. This partnership will create a work environment that is patient-centered, values each team member as uniquely important, is collegial, collaborative, and promotes job satisfaction and retention.

Each partnership will maintain in-depth knowledge of their area's performance on key measures as defined by organizational leadership. The partners will identify opportunities for improvement, maintain an active action plan, and use the UW Health Way to drive changes that improve performance in needed areas.

Daily:

- Lead with humility and a focus on service to others (staff, providers, patients, and organization)
- Lead by example in knowing, communicating, supporting, and reinforcing the goals we are trying to achieve in aligning with our UW Health Strategic Plan
- Maintain a positive and optimistic attitude while maintaining open communication channels with all providers and staff
- Ensure that UW Health standard processes and clinical guidelines are communicated, followed, and Service Standards are being met, as applicable
- Address and resolve problems and conflicts that arise in a timely fashion
- Ensure providers and staff are fulfilling their job expectations and meeting Service Standards while coaching those who are not meeting expectations, as applicable

Monthly:

- Proactively ask providers and staff about the program or area culture and any concerns they have
- Review the applicable clinical quality, safety, cost, and patient experience indicators for the area and closely manage their performance
- Review action plans for improvement with your administrative partner and summarize the results, findings, and address any barriers to progress at your monthly meeting
- Celebrate success, understand barriers and root causes of failure, champion ongoing improvement efforts; share necessary updates with leadership team members

Biannually:

- Formally review culture at a regular meeting
- Update the action plan for your area, communicate the plan and rationale for its choices to leadership

Annually:

- Identify opportunities for staff and providers to optimally use their skills to assist the program or area and achieve their personal career goals
- In compliance with annual CMS Reporting, complete a time study as directed by UW Health physician leadership

Episodic:

- Support all new initiatives, be a partner in implementation within your program or area, and continually improve your local processes while providing feedback to leadership where opportunities exist to make improvements
- Be available to coach/mentor subordinates to find timely solutions to their problems, as applicable
- Consistently and actively participate in departmental and other appropriate leadership meetings and retreats as set by UW Health leadership
- Other activities and leadership as needed

**REQUIREMENTS**

<b>Education</b>	<b>Minimum</b>	Doctor of Medicine (M.D.) or Doctor of Osteopathy (D.O.)
	<b>Preferred</b>	
<b>Work Experience</b>	<b>Minimum</b>	<ul style="list-style-type: none"> <li>• Two or more years of hospitalist and/or home-based care experience</li> </ul>
	<b>Preferred</b>	<ul style="list-style-type: none"> <li>• Prior hospitalist and/or home-based care clinical leadership</li> </ul>
<b>Licenses &amp; Certifications</b>	<b>Minimum</b>	<ul style="list-style-type: none"> <li>• Board certification from an appropriate medical board recognized by the Accreditation Council for Graduate Medical Education (ACGME) or the American Osteopathic Association (AOA).</li> <li>• Current license or the qualifications to obtain a license to practice medicine as granted by the State of Wisconsin.</li> </ul>
	<b>Preferred</b>	

<b>Medical Specialty Required for this role (if applicable):</b>	Hospital Medicine
<b>Required Skills, Knowledge, and Abilities</b>	1). Must demonstrate effective communication and collaboration, and effective problem solving 2). Must 'lead by example' in promoting a culture of quality, safety, collaboration, and professionalism among peers and the entire healthcare team 3). Must be willing to advance clinical knowledge by participating in leadership training and/or national home-based hospital care conferences. 4) Ability to succeed in a complex environment where decision-making may be diffuse and ambiguous and flexibility is needed.