

UW HEALTH POSITION DESCRIPTION

UW Health Medical Director of Perioperative Services, Anesthesia	
Reports to:	Chief Medical Officer, UW Health
Indirect/Matrixed Report(s):	Operational executive responsible for Madison region perioperative services
Administrative Hours (based on 50 hr work week):	20 Hours/Week (0.40 FTE)
POSITION SUMMARY	
The UW Health Medical Director of Perioperative Services, Anesthesia serves as one of three permanent co-chairs of the Surgical and Procedural Operations Council (SPOC). SPOC is a UW Health Clinical Service Council (CSC) whose decision-making authority is delegated by the Madison Region Operations Council (MadROC). The SPOC co-chairs are responsible for the integration and alignment of surgical and procedural operations across the UW Health system to increase patient safety, satisfaction, efficiency, throughput and margins. Key responsibilities include: ○ Coordinate and lead strategic goals and objectives identified by the MadROC. ○ Engage and collaborate/build consensus with broad groups of stakeholders via focused advisory/action teams and robust communication pathways ○ Measure, monitor and communicate quality, safety, operational and financial metrics across operative sites. Partner with site triads to address performance concerns. ○ Develop and monitor surgical and procedural performance metrics across the Madison region and share with UW Health leadership on a regular basis providing continuous transparency. ○ Develop and enforce surgical and procedural services standards across operative sites ○ Standardize and enforce surgical block allocation/reallocation and overall utilization management across Madison region operative sites. ○ Provide oversight of surgical and procedural scheduling across operative sites, holding each site accountable for appropriate scheduling and OR access. ○ Lead efforts to optimize surgical and procedural resources across the UW Health Madison region, including location(s) of services ○ Coordinate methods of value analysis for supplies and contracting across operative sites. ○ Implement and enforce global policies necessary to coordinate surgical and procedural operations and ensure region-wide regulatory compliance related to patient safety and regulatory standards. ○ Monitor patient, provider, and staff satisfaction by operative site. ○ Assist in strategic development for service line growth and workforce planning needs.	
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 Directors are expected to develop and demonstrate all UW Health Leadership Competencies and lead within their program/area(s) using the UW Health Way. • Effectively lead and administer the following responsibilities and activities as outlined above Each Medical Director has particular areas of emphasis for their role but ensuring the provision of “Remarkable Healthcare” is a shared responsibility. In support of delivering “Remarkable Healthcare”, Medical Directors promote excellence in both culture and performance management. Medical Directors are expected to perform standard work that supports this achievement. Each Medical Director will work with their administrative partners and/or leader 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. <u>Daily:</u> • 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

Education	Minimum	M.D. or D.O.
	Preferred	MMM/MHA/MBA or equivalent
Work Experience	Minimum	Five years of progressively responsible experience as a practicing physician. Experience leading staff and oversight of multiple clinical functions.
	Preferred	Administrative experience running a perioperative program in a large academic medical center or large private hospital setting Demonstrated experience in Operating Room management
Licenses & Certifications	Minimum	Board certification with active medical license
	Preferred	
Medical Specialty Required for this role (if applicable):		Anesthesiology
Required Skills, Knowledge, and Abilities		• Effective leadership abilities • Record of initiating change and innovation • Strategic thinking, planning and problem solving • Superior communication skills, both in written and verbal presentation • Effective human relations abilities to effect collaborative alliances and promote

	teamwork and ensure a high level of internal and external patient satisfaction and engagement. • Ability to succeed in a complex environment where decision-making may be diffuse and ambiguous. • Demonstrated exemplary presentation skills to engage and motivate organizational stakeholders. • Proven success in transitioning staff through organizational change. • A high degree of professionalism and competency dealing with a variety of individuals including physicians, senior executives, hospital administration, and external constituents. • An ability to organize and present data in a concise and easily understood manner, often to professionals, physicians and board members. • Ability to be recognized as a positive change agent. • Proven success as a dynamic and empowering leader who possesses a positive attitude to instill a vision for excellence with innovation and creativity. • Conflict management and resolution skills. • Skilled developer of relationships and partnerships.
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