

UW HEALTH POSITION DESCRIPTION

Medical Director, Employee Health and Wellbeing	
Department (if applicable):	Employee Health
Reports to (Title):	Senior Medical Director, Primary Care
Administrative Hours (based on 50 hr work week):	15 (plus 5 hours for UPH-Meriter position)

POSITION SUMMARY

The Medical Director is responsible for the development and oversight of the medical component of Employee Health and Wellness at UW Health. This includes the ability to independently as well as collaboratively solve numerous complex problems related to employees' health, including but not limited to; infection control, safety, fitness for duty issues, workplace accommodations, work illness and injury assessment, and setting a clinical and wellness direction for the organization with emphasis on prevention and wellbeing. In conjunction with the Director, Employee Health & Wellbeing, the Medical Director will act as representative/liaison to UW Health administration, UW Health departments, units, clinics and other appropriate resource personnel in addressing occupational health concerns.

ROLES AND RESPONSIBILITIES

Clinical Practice:

1. Provides medical/clinical supervision of Employee Health Services and the clinical work of the EHS Advanced Practice Provider(s) (APPs) and other EHS clinicians and staff.
2. Provides evaluation and follow-up of employee abnormal lab tests, x-rays, and adverse reactions to treatment initiated in EHS.
3. Provides consultative evaluation for employee work-related medical problems and Workers Compensation injuries.
4. Provides consultation and counseling to employees related to health issues that surface at EHS
5. Promotes compliance with State and Federal occupational health laws by developing, implementing and assessing occupational health programs in collaboration with the EHS Clinic Manager, EHS clinicians and staff, Infection Control personnel and Safety Program Director.
6. Reviews materials from the Infection Control Committee and assists manager in efforts to facilitate employee infection control and safety practices that ultimately benefit employees, patients and their families.
7. Assists in monitoring employee work-related illness and injury trends and assesses, develops and implements strategies to prevent work related injuries or illnesses and expedites return to work.
8. Acts as an expert clinical resource to EHS clinicians and wellness staff
9. Assists in providing consultation services to Human Resources Department and other administrative personnel for employees with disabilities, health problems, or fitness-for-duty concerns.
10. Provides input into the development of employee health and wellness goals and objectives.
11. Initiates and participates in the development, revision, implementation and assessment of occupational health policies designed to protect employees from occupational health hazards.
12. Clinical and consultative duties related to the 0.1 FTE UPH-Meriter role as described in the Medical Services Agreement between UPH-Meriter Hospital, Inc and University of Wisconsin Medical Foundation, Inc

Education/Outreach:

1. Provides lectures, presentations and articles on areas of hospital employee health and wellness to UW Health faculty and staff and external constituents.

Leadership:

1. Provides input into performance appraisal process for EHS and Wellness personnel.
2. Demonstrates and applies knowledge of UW Health policies related to employee health and safety.
3. Interacts with EHS and Wellness staff in a consistent, fair, timely, appropriate and decisive manner in accordance with hospital policies.
4. Works collaboratively with the EHS Clinic Manager, Wellness Manager and Advanced Practice Provider(s) to

effect programmatic changes, develop the budget and develop protocols for cost-effective quality care and wellness programming across UW Health.

5. Helps develop the wellness strategic plan and advocates for employee health and wellness resources to be available

6. Participates in the UW Health Wellness Roundtable, Infection Control Committee and other appropriate meetings and committees to advocate for safe and innovative wellness and employee health protocols and programming.

7. Works with UW Health clinical and administrative leadership to build a healthy work culture for all faculty and staff at UW Health.

Research:

1. Support the evaluation of current research in occupational health and infection control and wellness for applicability within employee health and employee wellness.

2. Support the evaluation and integration of research findings to improve employees care with EHS clinicians and wellness staff.

3. Support the development of unit based clinical investigation of defined issues and/or problems.

4. Collaborates with UW School of Medicine and Public Health to create effective measurement tools for employee wellness initiatives, policies and programming.

Performance Measures:

1. Demonstrates clinical competency on an annual basis.

2. Documents information in appropriate electronic health record in a comprehensive and timely basis.

3. Consults the EHS Clinic Manager and EHS Advanced Practice Provider(s) for complex clinical cases.

4. Maintains confidentiality of patient information and medical records.

5. Provides input into the development of EHS protocols, goals and objectives.

6. Helps develop medically-sound wellness programs in collaboration with UW Health wellness professionals.

REQUIREMENTS

Education	Minimum	Doctor of Medicine (MD) or Doctor of Osteopathy (DO) Completion of ACGME accredited allopathic/osteopathic residency
	Preferred	
Work Experience	Minimum	Five years of progressively responsible experience as a practicing physician. Must have prior experience with leading quality improvement in a clinical setting.
	Preferred	Formal physician leadership experience that includes management of staff and multiple clinical functions.
Licenses & Certifications	Minimum	Board certification from an appropriate specialty board recognized by the Accreditation Council for Graduate Medical Education (ACGME) or the American Osteopathic Association (AOA) Current license or the qualifications to obtain a license to practice medicine as granted by the State of Wisconsin. Current Wisconsin motor vehicle operator license without infractions
	Preferred	
Medical Specialty Required for this role (if applicable):		N/A

Required Skills, Knowledge, and Abilities

- Exhibits strong interpersonal, leadership, decision making and team building skills to ensure effective and efficient program operations.
- Exhibits a strong degree of personal accountability
- Exhibits excellent organizational and communication skills.
- Exemplifies what it means to lead with and demonstrate Respect for People in alignment with the UW Health Way
- Collaborates effectively with health care providers, organizational leadership, employer groups, health insurance staff and other staff.
- Demonstrates ability to represent the clinical enterprise outside of one's own specialty/department.
- Completes UW Health Way Lead level training within 18 months of accepting the position and sustains competency in the management system