

UW HEALTH JOB DESCRIPTION

Data Coordinator

Job Code: 2554	FLSA Status: Non- Exempt	Mgt. Approval:	Date:
Department: Surgical Services/5202		HR Approval:	Date:

JOB SUMMARY

Responsible for the design and implementation of computerized data collection, data analysis and the production of reports and presentations. Supports the Perioperative Services Management function. Implements the necessary policies and procedures to maintain appropriate records and reports. Provides technical support in the development and/or management of select Surgical Services databases including volume, average case minutes, block time utilization, block time requests, and staffing data. Provides project support as required to the Department of Surgical Services initiatives. Responsible for monthly reporting of data to hospital Administration. Acts as a resource regarding the OR software and provide support to the Director of Surgical Services and Director of Perioperative Services regarding its functionality. Assists surgeons and anesthesiologists in gaining information regarding scheduling including accessing the schedule, submitting block time requests, interpreting scheduling guidelines, and utilizing web - based options. Responsible for providing support to a variety of meetings and maintaining official minutes including the OR Committee, OR Management Committee, Surgeon's Advisory Committee, etc. Exposed to confidential, personnel, and budgetary information relating to UWHC strategy. Serves as the back-up support for the Anesthesiology Services Scheduling Specialist and Surgical Services Operations Process Analyst.

MAJOR RESPONSIBILITIES

Technical Skill: Incumbent performs his/her job demonstrating technical ability, understanding of job expectations and compliance with organizational policies and procedures. The incumbent performs the following **job responsibilities**:

Designs and Modifies Existing Reports

- Provides technical support in the development, design and management of select Department of Surgical Services databases such as those related to human resources management, volume, and block time utilization.
- Designs and implements complex data collection tools that are able to manipulate and reformat data for different purposes.
- Recommends to Surgical Services management policies and procedures related to data base management.
- Works with staff to structure data collection tools and standardize data collection policies and procedures.
- As directed by the Department Director, modifies existing report structure for new time period, retrieve data and format into Excel reports.
- Assists in the development of data and recommends appropriate style for presentations.
- Modifies data as requested by Department Director and reformulates.
- Designs and or modifies and generates special reports for the directors or others.

Database Maintenance and Report Preparation

- Maintains Surgical Services databases for collecting data, producing monthly reports, and establishing tracking system.
- Prepares monthly reports comparing budgeted and actual case volume, including breakdown by specialty service.
- Maintains Department of Surgical Services Dashboard.
- Prepares other budget monitoring reports as requested for the Department of Surgical Services.
- Produces reports, handouts, overheads, graphs and graphics using a variety of computer software including Microsoft Excel, Power Point and Business Objects.
- Reproduces data and distribute to multiple disciplines within Surgical Services.

Data Analysis

- Accesses and uses fiscal databases; uses Business Objects and other statistical data analysis programs to participate in the analysis of data and make appropriate recommendations to Surgical Services administration management.
- Performs data analysis and interpretation at direction of Department Directors, creating summary reports used for decision-making.
- Provides and analyzes data for benchmarks on IOP/QM projects

Evaluation of the Operating Room scheduling. (Initiative, Technical Skill, Problem Solving)

- Recommends changes in policies and procedures and implements approved changes.
- Implements and evaluates effectiveness of approved scheduling system changes.
- Develops and implements methods to assure that all surgical procedures are accurately recorded.
- Develops and implements methods to maintain complete and accurate computer master code files.
- Analyzes computer generated reports to identify variances; initiates corrective actions, when necessary.
- Develops and produces ad hoc reports as needed, including budget/volume, personnel/procedures and procedure/charge analysis.

Serves as back up to the Global Scheduling Office for Anesthesia.

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Serves as back up to the Surgical Services Operations Process Analyst to ensure critical reports could be generated in his/her absence.

Serves as the recorder at committee meetings as determined by the Directors and maintains the official minutes of these meetings. Produces minutes which serve as the official record for decisions made at department meetings. Such meetings would include:

- Operating Room Committee
- Operating Room Executive Committee
- OR Management Committee
- Surgeon's Advisory Committee

Scheduling of surgical procedures. (Customer Service, Technical Skill, Professionalism, Collaboration)

- Receives schedule requests and enters required information into the computer terminal and sets up schedule date and time.
- Revises the operating room schedule as cancellations and/or additions occur and communicates with the appropriate personnel.
- Develops and implements methods to assure that all surgical procedures are accurately recorded.
- Edits, proofreads, and verifies information, collaborating with the surgeon, nursing staff, and anesthesiology.
- Prepares and distributes reports to all departments regarding available operating room scheduling time.
- Implements and evaluates effectiveness of approved scheduling system changes.
- Recommends changes in policies and procedures and implements approved changes.
- Gives report to the PM scheduler or evening charge nurse regarding actual and potential schedule changes regarding next day's schedule.

Implementation and improvement of the system for scheduling Operating Room procedures utilizing a computer system to coordinate resources. (Problem Solving, Communication, Collaboration)

- Acts as liaison with surgical and anesthesia and nursing supervisors to determine scheduling resource needs.
- Advises the Operating Room Assistant Director of human and equipment resource availability and utilization and recommends reallocation to meet changing demands.
- Recommends and implements Operating Room resource allocation according to the decisions of the Operating Room Committee.
- Improves the system of scheduling from the initiation of the surgeon reservation request.
- Determines and recommends the clerical staffing needs necessary for timely communications in the scheduling cycle.

Assures ongoing consistent scheduling and reporting. (Customer Service, Initiative, Collaboration)

- Teaches operating room clerical staff the process of scheduling procedures, publishing the schedule, and entering post-operative data.
- Informs surgeons, anesthesiologists and residents appropriate scheduling procedures and communicates variances to them.
- Reviews accuracy of data entries, informs inputers of errors and corrects inadequacies.

All duties and requirements must be performed consistent with the UWHC Organizational Performance Standards.

JOB REQUIREMENTS

Education	Minimum	
	Preferred	<ul style="list-style-type: none"> • Technical degree/bachelor's degree in IT, business or related field preferred.
Work Experience	Minimum	<ul style="list-style-type: none"> • One to two years of related work experience in a health care environment. • Experience required in OR scheduling and data mining • Experience using computers and a variety of computer programs including OR scheduling software, word-processing, database management, and spreadsheets. • Expertise in Excel and Word required.
	Preferred	<ul style="list-style-type: none"> • Expertise in CPM OR software, Business Objects and Crystal Reports preferred.
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Knowledge Medical Terminology Ability to work with minimal supervision, independently solve problems, and set-up systems within the established guidelines. • Excellent customer service skills. • Excellent oral and written communication skills.

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	<ul style="list-style-type: none"> • Ability to analyze and summarize data and develop appropriate recommendations based on the analysis. • Ability to maintain confidentiality about the information with which s/he comes into contact. • Knowledge of Surgical Services Software. • Knowledge of Excel, Word and Power Point. 		
AGE SPECIFIC COMPETENCY (Clinical jobs only)			
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.			
Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,			
	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)
JOB FUNCTIONS			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
PHYSICAL REQUIREMENTS			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time
			Constant 67%-100% of the time
X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.