

UW HEALTH JOB DESCRIPTION

CLINICAL CONTENT FACILITATOR-GUIDELINE PROGRAM

Job Code: 700004	FLSA Status: Exempt	Mgt. Approval: M. Naef	Date: 7.2020
Department: Center for Clinical Knowledge Management		HR Approval: J. Middleton	Date: 7.2020

JOB SUMMARY

The Clinical Content Facilitator-Guideline Program assists with evidence-based clinical practice guideline development and maintenance for UW Health by using organizational processes and standards. As the Clinical Content Facilitator-Guideline Program, the incumbent is expected to skillfully help a group of health care professionals and physicians understand the common objective of guideline development, assist with identifying and framing published evidence that bears on guidelines, actively manage the process of information exchange and plan to achieve successful development of guidelines. All facilitative and evaluative tasks must be undertaken objectively and dispassionately, while ensuring that evidence is the primary guiding influence and that current policies, procedures and standards are respected.

The Clinical Content Facilitator-Guideline Program assumes direct responsibility for all deliverables and weekly monitoring (both qualitative and quantitative) of all related initiatives. The number of tasks, guidelines and projects assigned to the Clinical Content Facilitator-Guideline Program, and the complexity of the assigned tasks, guidelines and projects is expected to be high, and the incumbent is expected to function independently in their work. S/He will maintain communication and provide key updates/information to initiative leaders through both informal and formal communication channels.

Under the Manager, Clinical Knowledge Systems, the Clinical Content Facilitator-Guideline Program will assist management with project work that includes any or all of the following: evidence review, Health Link application use for creation and delivery, data collection, engagement of all physicians, key health care professionals and IS staff in the development and utilization process, meeting coordination and facilitation, revisions, review of guidelines against organizational standards, final guideline preparation, verbal and written communications regarding development and delivery, utilization assessment, ongoing review and version control. The Clinical Content Facilitator-Guideline Program is expected to function with minimal guidance from their supervisor.

MAJOR RESPONSIBILITIES

1. Responsible for project management (planning and execution) of clinical practice guidelines within a specified time frame as assigned by the Manager, Clinical Knowledge Systems and/or CCKM leadership.
2. Conducts comprehensive systematic reviews including devising and conducting systematic literature searches, assessing studies for inclusion in the reviews, and creation of evidence summaries.
3. Outlines the results of systematic reviews to guideline working groups and assist them to develop guidelines, workflow/algorithms, supplementary tools, evidence statements, and accurate grade recommendations.
4. Guides and facilitates interdisciplinary workgroups to appropriate and useful outcomes. Actively engages and creates collaborative relationships with physicians and other health care professionals within interdisciplinary work groups in the inpatient, ED and ambulatory settings to develop guidelines. Ensures active input and agreement of all clinicians to support utilization of guidelines.
5. Plans appropriate group processes. Responsible for developing agendas and overseeing the completion of deliverables for all regularly scheduled meetings (work groups, leadership teams, CCKM Advisory Group, etc). Effectively sets up and uses tele/video conferencing as needed to maximize working group involvement.
6. Creates and sustains a participatory environment. Monitors and coordinates progress of work groups to ensure on time completion of guidelines.
7. Maintains constant communication and updates on guideline status and any issues related to any of the initiatives with all stakeholders and CCKM leadership.
8. Assists in monitoring and evaluating patient care in relation to guideline development, implementation and maintenance. Partners with UW Health Reporting Teams and Quality staff to design and implement the performance measures and productivity data collection, analyses and reporting processes for guideline utilization.
9. Provides consultative services to groups regarding grading of evidence and the creation and maintenance of guidelines at UW Health.
10. Assists with the final preparation and publication of guidelines and collateral tools for provider/multi- and interdisciplinary team use at point of care. Writes clearly and concisely on complex and sometimes controversial topics.
11. Contributes to the completion of requests for literature summaries.
12. Maintains a catalog of all guidelines developed on appropriate intra- and internet sites.
13. Completes required records in tracking system, maintains master files, and provides logical indexing for guideline work.

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14. Works collaboratively with CCKM staff and IS personnel to ensure appropriate interpretation of guideline content in HealthLink tools.
15. Accepts responsibility for a high volume and complexity of guideline work and other projects
16. Maintains high productivity, meeting deadlines and time frames for multiple tasks simultaneously.
17. Works independently, makes decisions within the scope of their responsibilities while requiring minimal guidance or oversight from superiors.
18. Represents the Center for Clinical Knowledge Management in meetings and other venues.
19. Possesses advanced facilitation skills, as demonstrated by successful completion of complex tasks involving challenging workgroups. Includes ability to prevent, diffuse or resolve conflict in a positive manner.
20. Accepts responsibility for tasks that support the entire CCF team and CCKM staff (e.g., management of project databases that are used by many staffers).

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	<ul style="list-style-type: none"> Bachelor's degree in Pharmacy
	Preferred	<ul style="list-style-type: none"> PharmD
Work Experience	Minimum	<ul style="list-style-type: none"> 2 years' experience in health care field Experience in evaluation and synthesis of biomedical evidence Experience in technical writing
	Preferred	<ul style="list-style-type: none"> Experience with an electronic health record Process-improvement experience
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> Registration as a licensed pharmacist in the State of Wisconsin
	Preferred	<ul style="list-style-type: none"> Project Management Certification
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Project management skills Strategic focus Facilitation skills Excellent oral and written communication, questioning, and observation skills Understanding of process and quality improvement processes Effective meeting management skills Benchmarking and performance measuring experience Familiarity with evidence-based practice concepts and tools Proficient with data management applications. Microsoft Excel, Word, and PowerPoint is preferred

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,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	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. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
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X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, 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	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#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	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#	Negligible-10#
	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#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
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.