

UW HEALTH JOB DESCRIPTION

PROGRAM COORDINATOR EMPLOYEE HEALTH SERVICES

Job Code: 350053	FLSA Status: Exempt	Mgt. Approval: A. Buys	Date: April 2022
Department: HR – Employee Health		HR Approval: S. Whitlock	Date: April 2022

JOB SUMMARY

The Program Coordinator Employee Health Services is responsible for designing, implementing and sustaining programs and initiatives within the Employee Health Services (EHS) department as well as within other areas of the organization. The Coordinator is responsible for assisting in the assessment, development, coordination, presentation, and evaluation of educational program needs within EHS and throughout UW Health. This role is also responsible for ensuring compliance with regulatory requirements related to occupational health, state, and federal laws.

The Coordinator consults and collaborates with EHS leadership to meet the goals of the department which support the organization's strategic goals related to staff and physician wellbeing. In addition, the incumbent will also provide direct and indirect nursing care for UW Health faculty and staff and other non-employee personnel with emphasis in occupational health.

MAJOR RESPONSIBILITIES

- Assist with the monitoring of clinical practice within the clinic and design interventions as necessary.
- Deliver a comprehensive orientation program for new EHS staff members.
- Support the implementation of practice change within EHS utilizing lean management principles.
- Develop and implement ongoing department based continuing education plans for staff.
- Maintain the structure and processes of the Immunization Liaison program and the annual influenza clinics to support the organizational strategic plan.
- Create and manage delegation protocols and procedural documents for EHS to ensure quality care; assist with the development and maintenance of organizational employee health policies.
- Act as the lead resource for the Respiratory Protection Program within EHS which includes maintaining the processes that support compliance with OSHA requirements.
- Design, implement and sustain the following programs as they relate to employee health to remain in compliance with regulatory bodies:
 - Hazardous Drug Medical Surveillance
 - Laser Safety Program
 - Decontamination Program
 - Emerging Pathogens Program
 - Hearing Conservation Program
 - Medical Surveillance for Vivarium Workers
 - GME Trainees and Global Health
- Assist with department projects as requested.

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

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in Nursing
	Preferred	Master's degree, or higher, in Nursing or Nursing Education or related specialty
Work Experience	Minimum	Three (3) years of experience working in a healthcare environment
	Preferred	Five (5) years of experience working in a healthcare environment Two (2) years of experience working in an occupational health setting
Licenses & Certifications	Minimum	RN, Licensed in State of Wisconsin. CPR certification.
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Knowledge of state and federal occupational health requirements for healthcare workers (OSHA, NIOSH, CDC and WI state law). • Excellent organizational skills. • Advanced communication skills and the ability to communicate in a variety of methods including verbal communication, leading meetings, making formal presentations, and writing complex documents in an easy to understand manner.

UW HEALTH JOB DESCRIPTION

	<ul style="list-style-type: none"> • Strong interpersonal skills to work productively with all levels of hospital personnel and patients. • Highly flexible with the ability to manage and respond to changing priorities. • Project management skills including the ability to define program, project, or process objectives; identify stakeholders and their interests; plan steps; coordinate and allocate human, technological and fiscal resources to accomplish goals and objectives in a resourceful yet timely manner. • Strong computer and technology-related skills. Proficient with Microsoft Word, PowerPoint, Excel, Publisher, etc. • Solid understanding of process improvement methodologies. • Ability to work in an independent and self-directed manner as appropriate. • Ability to identify, collect, and analyze data using quantitative and qualitative methods; interpret and utilize data to drive improvement. • Ability to maintain confidentiality of medical records.
--	--

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)	X	Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)	X	Young Adult (20 – 40 years)
	Preschool (4 – 5 years)	X	Middle Adult (41 – 65 years)
	School Age (6 – 12 years)	X	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
	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
X	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#
List any other physical requirements or bona fide occupational qualifications:				

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.