

## UW HEALTH JOB DESCRIPTION

### Nursing Administrative Coordinator

<b>Job Code: 300047</b>	<b>FLSA Status: Non-Exempt</b>	<b>Mgt. Approval: S. Rees</b>	<b>Date: 5-17</b>
<b>Department : Nursing</b>		<b>HR Approval: CMW</b>	<b>Date: 5-17</b>

### JOB SUMMARY

The Nursing Administrative Coordinator provides data, reports, analytics and information to the VP, Chief Nursing Officer-Inpatient. This position prepares and analyses nursing metrics and other data to support a variety of department initiatives and process improvement. This includes, but is not limited to, the design and implementation of computerized data collection systems, data trending, and analysis. This position uses independent judgment, problem solving and decision making in carrying out required responsibilities. Improvements of systems development of procedures are essential responsibilities. This position requires a comprehensive knowledge of business and other nursing data collection programs. The incumbent will work with leadership and the IT team to develop and implement process improvements to work flow and to software programs. The incumbent is responsible for database creation and maintenance, tracking reports and spreadsheets.

The Nursing Administrative Coordinator is responsible for the workflow development and maintenance of the Nursing Employee Relations tracking system and report development for the purpose of documentation and Magnet reporting. The Administrative Coordinator is responsible for the functional development and improvement of the nursing department employee database, queries, report writing, and coordination responsibilities across multiple teams to facilitate delivery of solutions.

The incumbent will support and collaborate with manager, directors and manager assistants and regularly collaborate with employee relations to facilitate through put on a wide variety of employment matters throughout nursing. Manage the routine scheduling of investigative & dispute resolution meetings, the archiving of investigative materials and employment letters. Develops and maintains excellent rapport with contacts through written and verbal communication and collaborates to accomplish the objectives of this position. This person must exercise discretion, initiative and good judgment, as well as project a positive image of the department.

### MAJOR RESPONSIBILITIES

**The incumbent performs the following job responsibilities:**

#### **Design, and Analyze Reports**

1. Define, maintain, and ensure the integrity and accuracy of information within databases
2. Create databases where needed to streamline information

#### **Data Collection, Trending and Analysis**

1. Use appropriate methods to measure performance, data interpretation and analysis with direction from the VP, Chief Nursing Officer-Inpatient.
2. Collect, organize and present data for reports.
3. Maintain internal databases for collecting data, producing monthly reports and establishing tracing systems.
4. Complete other duties/projects as assigned.

#### **Nursing Data Coordination**

1. Acquire and evaluate information to provide effective data retrieval and systems reporting
2. Create common information definitions to ensure data consistency
3. Develop queries and processes to consistently generate reports required for organizational and operational needs
4. Retrieve data utilizing system and database applications and import/export tools
5. Develop, modify and maintain tables, queries, forms, reports and to develop and generate reports as needed.
6. Create effective data entry forms to documents performance, assist in evaluations, daily tracking.
7. Develop, implement and maintain new and on-going reporting systems

#### **Develop and Maintain Employment Tracking Program**

1. Serve as the technical support and assist in ensuring timely deliverables of high quality work.
2. Acquisition and application of new technical skills as driven by the business needs or technology advancements
3. Respond to requests to investigate report issues/errors and find solutions.
4. Participates in nursing projects.
5. Coordinate support services for designated meetings and insure the development and timely dissemination of reports and agenda.

## UW HEALTH JOB DESCRIPTION

6. Independently establish procedures, approaches and follow up to insure that Clinical Director and Managers complete materials, reports in agreed upon time frames. Offer and initiate ideas for improvement.
7. Coordinate and develop procedures which support and impact the HR Employee Relations Consultants, Nurse Managers, and Clinical Directors.

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

### JOB REQUIREMENTS

Education	Minimum	High School diploma or equivalent
	Preferred	Bachelor's degree in information systems, business or related field
Work Experience	Minimum	Prior technical computer related support/analysis and database management experience involving problem solving, collaboration, evaluation.
	Preferred	Previous experience in a health care setting Two (2) years of experience in data management/analysis
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		
<ul style="list-style-type: none"> <li>• Demonstrated skills in coordinating the activities of others.</li> <li>• Strong business writing and computer skills.</li> <li>• Fluent in a wide-range of computer applications utilizing key software in Microsoft Office including WORD, Outlook Calendar, Excel, Power-Point, PeopleSoft and Project Planner.</li> <li>• Ability to operate office machines such as Personal Computer, FAX machine, and copy machine.</li> <li>• Ability to effectively communicate effectively.</li> <li>• Ability to be self-directed in accomplishing the coordination and decision making responsibilities of this position and be resourceful in problem solving.</li> </ul>		

### 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
<b>X</b>	<b>Sedentary:</b> 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.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
	<b>Light:</b> 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.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
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.