

UW HEALTH JOB DESCRIPTION

POSITION SPECIFICS

Title: Program Coordinator (Advance Care Planning)		Department/Number: 93070 Coordinated Care	
Reports to: SW Manager		PD Status: Approved	
Job Code: 2408	FLSA Status: Exempt	Bargaining Unit: NA	
Manager Approval:	Date:	HR Approval: DPS 3-14	

POSITION SUMMARY

The Advance Care Planning (ACP) Program Coordinator facilitates improvement of end-of-life health care through practice, education, evaluation, research and consultation specifically related to advance care planning. The Program Coordinator is responsible for developing methodologies, implementing standards of care and providing consultative services to sites throughout UW Health, utilizing an enhanced approach to facilitating completion of patient and family advance medical directives (AMDs). Specifically, this position includes 1) development of plan to roll-out ACP organization-wide and acting as technical/clinical resource for implementation of ACP at each site; 2) assessment of HealthLink capabilities and need for upgrade to ensure retrievability of AMDs; 3) coordinating reports and statistics regarding programmatic performance; 4) assessing patient and staff educational needs and implementation of educational programs to meet these needs.

MAJOR RESPONSIBILITIES

Leadership and Coalition Building

- Lead and facilitate meetings with the ACP Oversight Committee.
- Oversee administrative matters under the direction of the ACP Oversight Committee and the Social Work Manager.
- Act as liaison with internal and external stakeholders, including UW Health senior leadership and the Wisconsin Medical Society.

Assessment of needs

- Seek and monitor existing data to assess UW Health needs and target interventions. Support efforts to improve data collection and evaluation activities.
- Assist UW Health clinic and hospital sites to identify other needs and gaps related to providing Advance Care Planning for patients and families.

Project planning, technical support and evaluation

- Provide leadership and expertise in implementing and maintaining system-wide, comprehensive ACP programs.
- Use knowledge, experience and research to identify problem situations or issues in systems of care and analyze, interpret, advise and consult with staff and other health care professionals to ensure high quality care.
- Participate in review and development of UW Health policy and procedures in relation to ACP.
- Improve patient, family and population outcomes based on research, evidence-based practice, innovative healthcare delivery systems and professional collaboration with others.

Outreach and education

- Develop and launch ACP website on UConnect.
- Design and conduct education in the area of ACP to meet the identified needs of staff, patients, family and the community.
- Participate on and provide leadership when requested, to local, state and regional groups and committees related to ACP.

Professional Development

- Maintain knowledge of current trends and practices in Advance Care Planning.
- Attend appropriate trainings to ensure and maintain current knowledge base.

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

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POSITION REQUIREMENTS			
Education	Minimum	1. Bachelor's degree from an accredited institution in social work, nursing, business or closely related field.	
	Preferred	1. Master's degree in social work, nursing, chaplaincy or business from an accredited institution	
Work Experience	Minimum	1. Five (5) years experience in a health care setting working in advance care planning, chronic disease management, care coordination, bereavement and/or palliative care. 2. Demonstrated ability to work with a diverse range of groups, professionals, agencies, community members and parents/families.	
	Preferred	1. Experience with research, quality improvement, and/or work with advance care planning.	
Licenses & Certifications	Minimum	1. Necessary professional license to practice in the state of WI (RN).	
	Preferred	1. CAPSW or APC Chaplain	
Required Skills, Knowledge, and Abilities		1. Strong organizational skills and ability to coordinate people and projects in a fiscally responsible manner. 2. Ability to work effectively as a liaison with stakeholders. 3. Team-based management and leadership skills. 4. Ability to work independently and prioritize work. 5. Strong written, verbal, and lecture communication skills. 6. Proficient in the use of software programs such as HealthLink, word processing, email, and data spread sheets.	
AGE – SPECIFIC COMPETENCY			
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 Function			
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 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
List any other physical requirements or bona fide occupational qualifications:			