

UW HEALTH JOB DESCRIPTION

Project Manager – Human Oncology

Job Code: 02579

FLSA Status:

Mgt. Approval: Date:

HR Approval: Date: March 2015

JOB SUMMARY

Under the direction of the Administrator and the Clinic Manager, this position will provide support to enhance the efficiency of various aspects of the Radiation Oncology clinic, as well as manage specific projects within the clinic setting. Other projects could include event coordination, including but not limited to, CME-related educational events, fund raising, and events used to enhance the overall Radiation Oncology patient experience.

The Project Manager will provide support to planning, execution and monitoring of processes and systems in support of the Department of Human Oncology strategic priorities. The Project Manager applies project management framework and uses an interdisciplinary process to ensure that customer and stakeholder's needs are satisfied. Responsibilities include working with leadership both within and external to the Department in the translation of strategic goals into tactical action plans, identification of key data elements, ensuring the collection, interpretation and reporting of results in collaboration with key stakeholders. This position will review and analyze current Department policies, procedures, and workflows and position will collaborate with leaders, providers and staff to design, implement, and monitor improvement solutions. The incumbent will become familiar with all potential sources of data inputs for financial, operational, workforce, and capacity reporting and will utilize all appropriate data sources. This includes the development of reports needed to manage and report on performance measures to meet specific departmental goals.

This position will interact with leaders, clinicians, educators, researchers, front-line staff and other stakeholders. This position uses critical thinking and problem-solving skills to address opportunities for improvement while promoting engagement of stakeholders in solution development. This position promotes continuous improvement by teaching and advising others on the use of improvement science and engineering tools. This position promotes communication through the department to ensure appropriate information is reaching key stakeholders in a timely manner.

MAJOR RESPONSIBILITIES

Project Management:

1. Develop project plans including responsible parties, timetables, sequencing.
2. Manage project scope effectively to ensure appropriate processes are in place.
3. Utilize project management tools and principles to define and manage project scope, document and monitor timeliness and deliverables, and resolve risks and barriers.
4. Efficiently and effectively assess resources, as appropriate, to support initiatives and achieve milestones
5. Act as liaison with Administrator to guarantee project deliverables are completed on time with high quality.
6. Develop and deliver status reports, proposals, requirements documentation and presentations in both formal and informal settings to leadership and other key stakeholders.
7. Proactively manage changes in project scope, identify potential project barriers and devise contingency plans.

Communication:

8. Efficiently plan and facilitate meetings of varied participants, using standard meeting management tools and techniques (agendas, meeting roles, ground rules, minutes, action items tracking, parking lot, etc.).
9. Establish and maintain effective communications with all stakeholders using communication plans, status reports, various media resources tailored to the audience.
10. Motivate and influence Department of Anesthesiology faculty and staff to take positive action and accountability for their assigned work.
11. Develop and maintain professional relationships with stakeholders and continuously seek to build new positive relationships.

Performance Improvement Education:

12. Provide education on process improvement project management and change management techniques to Department of Anesthesiology leaders, clinicians, educators, researchers, front line staff and other stakeholders.
13. Provide coaching on performance data collection and analysis methods to promote continuous improvement.

Continuos Learning and Personal Development:

14. Maintain current knowledge of trends and issues in health care, health legislation and related topics.
15. Maintain current knowledge about organizational policies and procedures, governance structures, regulatory

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requirements and applicable technologies.

16. Adhere and uphold Department of Anesthesiology and UWMF Mission, Visions, and Values, and UW Health Service and Performance Standards.

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

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in Nursing, Health Care Administration, Public Health, Industrial Engineering, Project Management, Business Administration or other similar area
	Preferred	Master's degree preferred
Work Experience	Minimum	<ul style="list-style-type: none"> 3-5 years of work experience in health care setting required Project management experience required, with knowledge of both theoretical and practical aspects of project management techniques and tool
	Preferred	<ul style="list-style-type: none"> Hospital based operations experience preferred including exposure to electronic medical record Experience working in an academic department is preferred
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Ability to quickly assimilate, assess and act upon project status changes Demonstrated experience simultaneously managing multiple complex initiatives crossing organizational boundaries Ability to think systemically and understand the implications of policies and practices Effectively use analytical skills in order to develop and analyze options, recommend solutions to and solve complex problems and issues Demonstrates critical thinking and problem-solving skills, with the ability to pursue desired outcomes in the face of complexity and ambiguity Effective oral and written communication and human relation skills required Ability to develop rapport with people at all levels of the organization Strong facilitation skills and a commitment to working with teams of managers, physicians, senior leaders and other personnel Effective presentation skills and ability to generate professional, clear written communications appropriate for the intended audience Proven customer service skills with ability to work within all levels of the organization and maneuver across different organizational entities and political environments Knowledge of regulatory requirements, confidentiality standards, and health information management systems Must be able to work independently, prioritize workload to complete projects with minimal direction Computer proficiency in PC based software applications: MS Word, Excel, PowerPoint, Access Must be energetic, forward-thinking with a positive and professional image Valid State of Wisconsin driver's license required. Must be willing to travel for meetings

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 FUNCTION

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

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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
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#
List any other physical requirements or bona fide occupational qualifications:		<p>Physical Activity: Primary working position-sitting, with occasional standing, walking, stooping, crouching, and kneeling; frequent reaching, carrying, lifting, pushing, pulling, fingering, grasping, typing, talking-speaking clearly, hearing-conversation, and seeing-near</p> <p>Work/Environmental: Moderate noise level consistent with an office environment</p> <p>Personal/Physiological: Interaction with people, working around people, planning of activities, making judgments in emergency situations, frequent changes in duties and volume of work, intra-organizational communication</p>		