

## UW HEALTH JOB DESCRIPTION

### Clinical Quality Value Analysis Coordinator

Job Code: 300060	FLSA Status: Exempt	Mgt. Approval: A. Kaiser	Date: December 2022
Department: Value Analysis and Improvement		HR Approval: S. Whitlock	Date: December 2022

#### JOB SUMMARY

The Clinical Quality Value Analysis Coordinator serves as the programmatic and operational coordinator for non-pharmaceutical value analysis processes within the UW Health System, with the goal of providing high quality, efficient, cost effective and aligned services. In this role, the incumbent will actively engage physicians and other clinicians in value-based variation reduction related to clinical practice and products, devices and supplies. Additionally, the incumbent will work with the Health System leadership team to effectively coordinate change management systems that results in the establishment of and adherence to a streamlined method for reducing variation of product/service selection, utilization, quality and costs. The incumbent will push clinical and strategic expertise that facilitates supply, device, and other service expense management while continuously improving processes that support safe patient care, education and research. Furthermore, the incumbent will work strategically with UW Health leadership, Director of Clinical Quality Value Analysis, Finance, Procurement, Material Services, Supply Chain Informatics and others to identify, analyze, determine, and implement best practices and expense management initiatives. The incumbent will have responsibility for achieving supply expense management initiatives and targets utilizing the value analysis process.

#### MAJOR RESPONSIBILITIES

##### Administrative:

- Serves as a key non-voting member of the CQVA Planning Committee and CQVA Surgical, Procedural Committees or Nursing Council
- Works with Physician and Clinical Leadership to identify and prioritize departmental standardization, utilization of product and elimination of waste opportunities.
- Utilizes internal and external data to identify savings opportunities, including our Group Purchasing Organization's (GPO's) tools, UW Health purchasing data, contract data, clinical evidence, cost effective data such as coding, reimbursement and payer mix and other internal financial data sources.
- Supports Clinical Quality Value Analysis Committees by working with members to develop and utilize tools to better evaluate the value of items being requested to be added for patient care use.
- Participates on a variety of internal committees for the purposes of collaborating on clinical quality value analysis projects related to Surgical, Procedural Services (Cath Lab., Electrophysiology Lab, Interventional Radiology) or other designated procedure areas and Nursing.
- Works with the CQVA Analyst to provide supportive quantitative summary analysis to help lead the discussion for the assessment of clinical implications of product decisions.
- Coordinates the resolution of problems associated with product/equipment conversions.
- Collaborates with Materials Management and the appropriate clinical areas on necessary product substitution decisions.
- Works with the CQVA Analyst to continuously track value analysis efforts, measuring and documenting the financial, quality and service success.
- Articulates and presents data, information and ideas in a clear and concise manner.

##### Operational:

- Remains current on new value analysis trends, tools and best practices and communicates those to leadership teams.
- Serves as a facilitator and liaison between UW Health Supply Chain Services departments, physicians and clinicians to ensure value-based utilization of products, technologies, services and processes.
- Promotes the transparency of clinical, evidential, financial, and operational data.
- Performs CQVA for projects in collaboration with relevant clinical teams and Business Analysis colleagues.
- Coordinates the ongoing evaluation of products, technologies, services, and processes that have been approved through the value analysis process to determine if the expected outcomes were obtained.
- Coordinates and maintains a process for the "trialing" of products, ensuring that trials and evaluations are unbiased and conducted in a professional manner.
- Works collaboratively with all stakeholders, understanding their goals and helping to achieve them.
- Assists in coordination of staff development and education programs as appropriate.
- Acts as a resource to continuously identify cost management initiatives.

##### Measurements of Success:

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- Established CQVA goals and objectives
- Supply savings
- Standardization and utilization efficiencies
- Value analysis return on investment
- Clinician and administrative satisfaction as it relates to value analysis

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

### JOB REQUIREMENTS

Education	Minimum	Associate degree in surgical technology, nursing or related healthcare field. Two years of clinical experience may be considered in lieu of degree in addition to experience below.
	Preferred	Bachelor's or Master's degree in nursing or related healthcare field
Work Experience	Minimum	Three (3) years of relevant clinical experience.
	Preferred	<ul style="list-style-type: none"> <li>• Three (3) years of relevant leadership or coordination of teams, programs, quality improvement, analysis or operations.</li> <li>• Value analysis or supply chain experience</li> <li>• Understanding of clinical evidence, financial analysis and quantitative/qualitative assessment data</li> </ul>
Licenses & Certifications	Minimum	
	Preferred	Physician Assistant, Nurse Practitioner, Registered Nurse, Certified Surgical Technologist, Rad Tech, Registered Invasive Cardiovascular Technician, EMT, Certified Materials & Resource Professional (CMRP) or Certified Value Analysis Healthcare Professional (CVAHP)
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Strong communication, interpersonal, organizational, and facilitation skills, to include the ability to negotiate, resolve conflicts and build teams</li> <li>• Working knowledge of supply chain and clinical products</li> <li>• Ability to interpret and apply data and clinical evidence</li> <li>• Understanding of contracting and contract language</li> <li>• Attention to detail and follow-through</li> <li>• Analytical and quantitative skills including data gathering, organization, assessment, reporting, and presentation</li> <li>• Previous experience in product evaluation, contract conversion, standardization and analysis of utilization is preferred</li> <li>• Computer skills (spreadsheet, word processing, email and internet system) and ability to learn new software programs</li> <li>• Independent and self-motivated. Able to handle multiple, simultaneous projects</li> <li>• Experience in product evaluation or value analysis processes is preferred</li> <li>• Demonstrated creativity and flexibility</li> <li>• Ability to implement change in a positive, sensitive, and forward- thinking manner</li> <li>• Developing goals and objectives and establishing priorities</li> <li>• Inspires confidence, appropriate risk taking and achievement of high standards</li> <li>• Self-starter with a willingness to try new ideas</li> <li>• Positive, can-do attitude coupled with a sense of urgency</li> <li>• Ability to persuade others and develop consensus</li> <li>• Effective communication skills both in written and verbal presentation with a communication style that is open and fosters trust, credibility and understanding</li> <li>• Collaborative and promotes teamwork</li> <li>• Ability to create win/win solutions and relationships</li> </ul>

### 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)

Adolescent (13 – 19 years)

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	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)
<b>JOB FUNCTIONS</b>			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
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>			
<b>Physical Demand Level</b>		<b>Occasional</b> Up to 33% of the time	<b>Frequent</b> 34%-66% of the time
		<b>Constant</b> 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 docket, 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>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>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>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>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>
List any other physical requirements or bona fide occupational qualifications:			<b>Over 20#</b>

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.