

UW HEALTH JOB DESCRIPTION

SPECIALIST, APP EDUCATION AND PROFESSIONAL DEVELOPMENT

Job Code: 820033	FLSA Status:	Mgt. Approval: Rhonda Hoyer	Date: 9.2019
Department: Corp Admin APP, 351880000		HR Approval: nni	Date: 9.2019

JOB SUMMARY

Under the direction of the Program Manager, APP Programs, and in collaboration with the Program Manager, Education and Professional Development, the specialist provides project coordination and facilitation for continuing education, mentoring, professional development, and educational offerings for all Advanced Practice Providers (APPs) throughout the UW Health system. The specialist will support the design, implementation, delivery, and assessment of educational offerings, mentorship, professional development, orientation, and collaborative research for APPs.

This position frequently works with UW Health stakeholders, including providers, to evaluate clinical education and professional development needs. The specialist is experienced in instructional design and delivery of education to adult learners. He/she will use project management and quality improvement tools and techniques to facilitate and coordinate development and implementation of educational programs.

The specialist will collaborate with academic partners and other professional organizations to plan and coordinate continuing education and professional development offerings for APPs. This position will also frequently engage with academic partners in developing and designing curriculum to facilitate effective onboarding for student learners and enhance the student experience. The role will also work dynamically and collaboratively across multiple departments and stakeholders including administration, human resources, provider services, quality, clinical departments, APPs, physicians, and nursing.

MAJOR RESPONSIBILITIES

Project Coordination and Management:

- Utilize project management tools and principles to define and manage project scope, document and monitor timelines and deliverables, and resolve risks and barriers.
- Efficiently and effectively allocates and delegates resources, as appropriate, to support initiatives and achieve milestones aligned with APP Office strategic deliverables.

Education and Professional Development:

- Facilitates planning and coordination of orientation, educational, and professional development offerings made available by the Office of Advanced Practice (e.g., monthly educational series, including APP Grand Rounds, etc.)
- Consults with UW Health stakeholders to assess educational, development, and mentorship needs, and recommends programming solutions for addressing gaps.
- Evaluates, coordinates, and manages orientation, education, and professional development offerings on an ongoing basis to ensure trainings are current and effective.
- Evaluates, designs, implements, and monitors novel approaches to orientation and development of APPs (i.e. fellowships, mentoring programs).
- Compiles and analyzes evaluation feedback, identifying and implementing improvements as needed.
- Collaborates with the Program Manager, Education and Professional Development and other stakeholders to design and create training materials, online learning modules, and other modalities for delivering education.
- Coaches and mentors the APP Leadership Team in creating and implementing effective training and development materials, design of coursework, and maintenance.
- Effectively utilizes principles and best practices in adult learning and instructional design to build and design educational programs.
- Collaborates with stakeholders across departments to design and implement processes to enhance the onboarding experience for new APP hires.
- In partnership with the Program Manager, Education and Professional Development, facilitates APP Orientation Programs and mentorship framework.
- Collaborates with the Program Manager, Education and Professional Development and UW Health and academic stakeholders to design, implement, deliver, sustain, and evaluate effective and efficient onboarding of APP student learners.
- Facilitates and coordinates educational and publication opportunities related to research and quality improvement.

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

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JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in Communications, Education, Instructional Design, Human Resources, Health Care Administration, Business Administration or related field.
	Preferred	Master's degree in Communications, Education, Instructional Design, Human Resources, Health Care Administration, Business Administration or related field.
Work Experience	Minimum	1 year of experience in organizational training, education, instructional design, and/or project management,
	Preferred	3 years of experience designing and delivering education in an organizational setting
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Strong knowledge in instructional design and evaluating educational needs • Strong facilitation skills, with experience facilitating dynamic teams with multiple stakeholders • Strong public speaking and presentation skills • Demonstrated skill and ability with training and development, instructional design, and in teaching adult learners • Skills and knowledge related to planning, coordinating, and facilitating conferences or professional development sessions for adult learners • Ability to effectively communicate across heavily matrixed and cross functional teams • Critical thinking and problem-solving skills • Knowledgeable of quality improvement and project management methodologies • Ability to interpret and utilize data to implement and evaluate improvements • Highly proficient in Microsoft Office applications, specifically, Word, Power Point, Excel, and Visio • Knowledge of instructional design software and applications • Ability to work well independently and effectively manage multiple tasks and priorities • Ability to effectively summarize and communicate information by tailoring communications and presentations for the intended audience • Continuously seeks opportunities for professional growth and development • Ability to travel to meetings in various sites, sometimes multiple locations in one day.

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,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	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
<input checked="" type="checkbox"/>	Sedentary: 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.	Up to 10#	Negligible	Negligible
<input type="checkbox"/>	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	Up to 20#	Up to 10# or requires significant walking or standing, or	Negligible or constant push/pull of items of negligible weight

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	amount, a job is in this category when it requires walking or standing to a significant degree.		requires pushing/pulling of arm/leg controls	
	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.