

## UW HEALTH JOB DESCRIPTION

### Specialist, APP Programs

<b>Job Code: 820034</b>	<b>FLSA Status: Exempt</b>	<b>Mgt. Approval: Rhonda Hoyer</b>	<b>Date: 9.2019</b>
<b>Department: Corp Admin APP, 351880000</b>		<b>HR Approval: nnl</b>	<b>Date: 9.2019</b>

### JOB SUMMARY

Under the direction of Program Manager, APP Programs, the Specialist, APP Programs provides project management and data analytics support and coordination for planning, implementing, and monitoring programs, processes, and systems for Advanced Practice Providers (APPs) across the UW Health system. Utilizing quality improvement tools and project management techniques, this role will facilitate improvements aligned with the UW Health Strategic Plan and UW Health Office of Advanced Practice.

This position will be an expert in data analytics and statistics, assisting with the design and implementation of standard reports utilized for assessing APP productivity, workforce planning, operations, and other aspects of the business. This role will also support workforce planning and consultative processes for APPs, including coordination of workforce planning meetings, tracking positions, and performing data analytics.

This role collaboratively works with stakeholders across the enterprise including administration, clinical operations, finance, practice plan, human resources, quality, clinical departments, APPs, and physicians to facilitate and evaluate improvements and programs.

### MAJOR RESPONSIBILITIES

#### Project Coordination and Management:

- Utilizes 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.

#### Workforce Planning:

- Reviews position requests and collaborates with departments to prepare positions for committee.
- Mentors and educates operational leaders and APP hiring managers on developing and presenting well-developed needs assessments and workforce plans.
- Assists with facilitating position tracking, data analysis, and ad hoc reports for workforce planning.
- Monitors follow-up of approved positions to ensure outcomes expected are achieved.
- Maintains all tracking tools, forms, committee documents, and internal communications related to workforce planning.
- Performs data analytics in collaboration with UW Health Practice Plan, School of Medicine and Public Health (SMPH) Fiscal, and UW Health Enterprise Analytics to inform senior leadership and other stakeholders.

#### Quality Improvement:

- Coaches front-line advanced practice providers and APP leaders through quality improvement initiatives.
- Designs education and effective communication materials tailored to specific audiences.

#### Data / Business Analytics:

- Provides APP leaders and the Office of Advanced Practice with routine and ad hoc reports to evaluate APP productivity, financial impact, compliance, strategic initiative effectiveness, and other topics and impacts.
- Performs statistical analysis for research and /or quality improvement projects, and outcome assessment for improvements.

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

### JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in Health Care Administration, Business Administration, or Health Systems Engineering or related field
	Preferred	Master's degree in Health Care Administration, Business Administration, or Health Systems Engineering or related field
Work Experience	Minimum	3 years of experience in data analytics, quality improvement, and/or project management
	Preferred	2 years of experience in health care industry
Licenses & Certifications	Minimum	

## UW HEALTH JOB DESCRIPTION

Preferred	
Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> <li>Strong analytical skills, with the ability to understand, interpret, and effectively present data to stakeholders</li> <li>Critical thinking and problem-solving skills</li> <li>Strong facilitation skills. with experience facilitating dynamic teams with multiple stakeholders</li> <li>Ability to identify, collect, and analyze data using quantitative and qualitative methods</li> <li>Ability to interpret and utilize data to implement and evaluate improvements</li> <li>Knowledgeable of quality improvement methodologies [i.e., Plan, Do Check, Act (PDCA), Lean, and/or Six Sigma]</li> <li>Knowledgeable of statistical methods to effectively analyze hypotheses and impacts of improvements</li> <li>Highly proficient in Microsoft Office applications, specifically, Word, Power Point, Excel, and Visio</li> <li>Ability to work well independently and effectively manage multiple tasks and priorities</li> <li>Ability to effectively summarize and communicate information by tailoring communications and presentations for the intended audience</li> <li>Continuously seeks opportunities for professional growth and development</li> <li>Ability to travel to meetings in various sites, sometimes multiple locations in one day.</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)
	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 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
<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:			

## **UW HEALTH JOB DESCRIPTION**

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.