

UW HEALTH JOB DESCRIPTION

Senior Radiology Project Specialist

Job Code: 500033	FLSA Status: Exempt	Mgt. Approval: M. Birrenkott	Date: June 2019
Department: Radiology		HR Approval: J. Tokarski	Date: June 2019

JOB SUMMARY

This position will work closely with the Department Administrator to oversee existing outreach programs and implement new revenue projects. This position will supervise one Radiology Outreach Specialist who is responsible for the daily outreach workflow. In collaboration with and for the Administrator, Vice Chair of Operations and Vice Chair of Finance, the individual will establish timelines for department projects and ensure deliverables are achieved by developing workflows and resolving issues. The position will be the liaison between the department professional contracts and collaborative partners.

MAJOR RESPONSIBILITIES

Position Responsibilities:

1. Act as the liaison between the department and the key personnel at outreach sites, including routinely visiting each of the sites;
2. Operational implementation according to the program terms and conditions; Develop and enforce timelines for successful implementation of programs;
3. Provide feedback on a regular basis to Department of Radiology leadership and timely updates on issues; facilitate communication between the administrative leadership and key personnel;
4. Orchestrate and coordinate operational processes, including services delivery, IT support and connectivity, Picture Archiving Communication Systems (PACS) delivery, protocol issues, coding coordination, etc.
5. Coordinate IT connectivity between the SMPH IT staff and the Enterprise Imaging teams for any professional Radiology services, including ensuring VPN, HL7 feed, workstations, and/or PACS systems are in place for new programs and troubleshoot any connectivity issues with existing programs;
6. Supervise and oversee the work of Radiology Outreach Specialist. Ensure daily workflow is accurate and timely and follows department processes, policies, and procedures in accordance with the contractual agreements.
7. Prepare quarterly program reports and provide a summary analysis or progress on projects; periodic review of projects for operational issues and implementation of modifications as necessary in a timely fashion;
8. Participate in planning and new program development for department initiatives and opportunities;
9. Participate in UW Health Program Planning Committee.

Project Reporting

10. Monitor project implementation to ensure that it adheres to timelines;
11. Coordinate communication and project development activities for external partners and internal staff (Department Administrator, Outreach Specialist, Vice Chair for Finance & Business Development, Enterprise Imaging Manager, SMPH IT Supervisor, technologists);
12. Maintain positive relationships with all team members;
13. Collaborate with the Department Administrator and Assistant Administrator for Finance & Billing to develop, write and submit semi-annual progress and summary project reports;
14. Collaborate with UWSMPH staff and other personnel to facilitate project management processes, including new projects developed for each outreach site;
15. Provide programmatic financial review of active programs for compliance with contracts and policies and procedures.

Programmatic Development

16. Identify and assist in the development of new programs, procedures and processes that will enhance relationships with internal and external partners, administration and strategic partners. Activities include planning, assessing and executing various new programs and strategic approaches to implementing them.
17. Assist the Department Administrator and/or Vice Chairs in communication and organization of daily activities with regard to outreach and non-clinical projects.
18. Respond directly to outreach partners, ensuring effective action and implementation of decisions. Use independent analysis and judgment in assessing the urgency of problems and questions from outreach sites.

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Other responsibilities:

19. Participate in department committees and meetings, including but not limited to: administrative staff leadership team meetings, outreach meetings and biweekly update meetings with the Department Administrator and Vice Chair of Clinical Operations.

JOB REQUIREMENTS

Education	Minimum	<ul style="list-style-type: none"> Bachelor's degree required
	Preferred	<ul style="list-style-type: none"> Advanced Degree (MBA, MS) in business management, health care management, or relevant field of study.
Work Experience	Minimum	<ul style="list-style-type: none"> Supervisory experience Project management experience and knowledge of operational workflow.
	Preferred	<ul style="list-style-type: none"> 3 years of administrative experience with project management in a healthcare environment. Experience in a University setting
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Applicant should be highly organized, with positive attitude, self-starter and detail oriented. Proficiency in Microsoft Office Suite, including Outlook, Word, Excel, and Visio. Excellent verbal and written skills.

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 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 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
<input type="checkbox"/>	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#

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	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#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

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.