

UW HEALTH JOB DESCRIPTION

INTERN – QUALITY AND SAFETY IMPROVEMENT

Job Code: 2708	FLSA Status: Non-Exempt	Mgt. Approval: B. Clough	Date: 1.2021
Department: Quality and Safety Improvement		HR Approval: J. Middleton	Date: 1.2021

JOB SUMMARY

The position is a project-based learning opportunity for a paid intern or independent study student. It is designed to challenge the individual's analytical, technical, decision-making and interpersonal skills while providing exposure to quality and process improvement within the healthcare field. In this position, the student can expect to gain experience in industrial engineering application in healthcare, project management, and leadership while directly improving systems and processes at UW Health.

MAJOR RESPONSIBILITIES

Assigned project work may include any or all of the following:

- Quality and process improvement
- Operational process and work system assessment and redesign
- Design of quantitative and/or qualitative evaluation studies

Responsibilities:

- Lead, plan, and execute projects in accordance with established project management methodology
- Apply Industrial and Systems Engineering methods and techniques
- Collect and analyze data
- Participate in multidisciplinary improvement teams
- Coordinate and facilitate project meetings, including preparation of minutes and reports
- Monitor, measure, and communicate project progress internally and to stakeholders
- Document, present, and publish findings of projects and evaluations

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

JOB REQUIREMENTS

Education	Minimum	Current student in a post-secondary college or university
	Preferred	
Work Experience	Minimum	
	Preferred	
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Interest in healthcare • Ability to support and manage quality and process improvement projects and apply Industrial and Systems Engineering tools and methods • Demonstrate analytical, conceptual, and interpersonal skills • Experience in producing excellent results and meeting deadlines • Ability to professionally report progress and results to teammates and stakeholders

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

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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. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>				
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 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
	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#
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.