

## UWHC POSITION DESCRIPTION

POSITION SPECIFICS				
Title: Nurse Manager		Department/Number: Cardiothoracic Surgery and Transplant Unit/93570		
Reports to: Director Heart, Vascular, Thoracic and Neuro Inpatient Services		Position Number:	PD Status: Approved	
Job Code: 8604	FLSA Status: Exempt	FTE: 1.0	Bargaining Unit: NA	Pay Grade: 10N
Approved By/Date:		HR Approved By/Date: TBS 4.29.19		
POSITION SUMMARY				
<p>The Nurse Manager (NM), uses a high degree of professionalism, directs the planning, implementation and evaluation of patient care programs for the cardiothoracic surgery, and heart/lung transplant patient populations and works with associated general care units and clinics as appropriate. The cardiothoracic and heart/lung transplant unit is a 27-bed acuity adaptable unit. The Nurse Manager is responsible for budgeting, ensuring smooth department operations, hiring and managing of staff, nursing sensitive inpatient quality metrics, patient experience, and patient and family centered care. The NM collaborates with faculty on all issues related to the management of patient care and interacts regularly with the appropriate section chiefs to ensure high quality, safe, and effective patient care. The NM is a resource within the institution and to the community in his/her area of expertise. The NM is responsible to the Senior Vice President of Nursing through the Director, Heart, Vascular, Thoracic and Neuro Inpatient Nursing Services.</p>				
MAJOR RESPONSIBILITIES (Essential Functions)				
<p><b>List the essential functions of the job and provide details of job responsibilities in this section. These statements should describe the fundamental job duties for which the position is accountable. List job responsibilities in order of priority.</b></p> <p><b>Technical Skill:</b> Incumbent performs his/her job demonstrating technical ability, understanding of job expectations and compliance with organizational policies and procedures. The incumbent performs the following job responsibilities:</p> <ol style="list-style-type: none"> <li>1. <b><u>Management of Personnel</u></b> <ul style="list-style-type: none"> <li>Interview and select candidates who have appropriate clinical skills and professional characteristics to match patient and program needs.</li> <li>Communicate on an ongoing basis with employees regarding specific performance expectations. Plan and conduct formal performance reviews that are timely, ongoing and objective and submit necessary documentation.</li> <li>Demonstrate and apply knowledge of the UWHC Employee Handbook and work rules.</li> <li>Responsible for the promotion and termination of employees based on standards of practice, standards of care, nursing and hospital policies and procedures.</li> <li>Interact with staff in a consistent, fair, timely, appropriate and decisive manner in accordance with hospital and Nursing Department policies.</li> <li>Promote the growth of staff in areas such as group process, decision making, and clinical skills by identifying strengths and weaknesses, goal setting, formal and informal learning and coaching.</li> <li>Direct and develop leadership and management skills by mentoring and role modeling.</li> <li>Delegate activities/work projects to staff and supervise their accomplishment.</li> </ul> </li> <li>2. <b><u>Management of Resources</u></b> <ul style="list-style-type: none"> <li>Direct adjustments in unit staffing patterns to reflect changes in care requirements, patient census, and staffing resources.</li> <li>In collaboration with Director, develop the annual inpatient budget based on nursing department and hospital direction using variance analysis, performance experience of prior years, and predictors for change.</li> <li>Adjust operations as necessary to meet budget and/or productivity targets for cost effective quality care.</li> <li>Analyze financial information monthly, complete exception reports with appropriate recommendations and submit them in a timely manner.</li> <li>Support a decentralized management philosophy at the unit level by designing and supporting a system that facilitates staff involvement at the unit/clinic, clinical department, nursing department and hospital level.</li> <li>Assure that unit space is utilized or altered to maximize safety and efficiency.</li> <li>Develop and monitor systems to assure cost-effectiveness by participating in the selection, utilization of materials and supplies, and monitoring charges.</li> <li>Promote cost effective behavior in staff through observation and education.</li> <li>Identify and resolve complex or recurring operational problems and consult with Director, faculty leaders, and/or hospital administration when necessary.</li> <li>Assure that data submitted for the patient workload system is accurate, timely, complete, and reliable.</li> </ul> </li> </ol>				

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### 3. Clinical Practice and Leadership

- Develop and provide a patient care delivery system that encourages professional practice of staff and results in quality, cost-effective care outcomes.
- Assure that patient and family centered nursing care is provided within UW Health's established standards.
- Demonstrate clinical knowledge by providing patient care, acting as a clinical resource to staff and consultant to other departments.
- In collaboration with staff and providers will analyze clinical practice and identify opportunities to increase effectiveness and efficiency.
- Identify clinical indicators to measure and evaluate quality care. Assure that appropriate quality monitoring occurs and that findings are used to improve practice and reduce potential for patient complications and hospital acquired infections.
- Collaborate with physicians, Clinical Nurse Specialists (CNS) and other health care disciplines to facilitate patient and family needs.
- Meet regularly with all appropriate medical directors and work collaboratively to implement programmatic changes and develop protocols.

### 4. Education/Outreach

- Identify and establish clinical learning opportunities for students in accordance with hospital policies.
- Implement and evaluate a systematic orientation program for new staff.
- Develop and implement an ongoing unit based continuing education plan for staff as identified by hospital standards, patient outcomes, patient satisfaction, and dashboard metrics.
- Utilize the CNS/nursing educational specialist and/or other consultants as appropriate to assist with program development, staff education, and clinical issues.
- Support UWHC outreach mission through consultation and/or participation in health promotion, health education and specialty requests from community agencies.
- Develop, implement, and evaluate comprehensive patient education programs that assure quality and appropriateness of care across settings (i.e. inpatient, ambulatory).
- Suggest curriculum revisions that reflect changes in current nursing practice.

### 5. Research

- Evaluate current research in nursing (i.e. theory, models of care, staff plans) for applicability within units or programs of care.
- Apply results of quality improvement studies to identify and design clinical research activities.
- Promote the use of best practices to improve patient outcomes by utilizing evidence-based practice recommendations available in the literature and supported by nursing leadership.
- Support the planning and participate in clinical research as approved by the Department of Nursing, the UWHC and/or the University of Wisconsin.

### 6. Planning

- In collaboration with the staff, providers and Director, develop measurable, reasonable and outcomes-oriented program goals that are aligned with those of the Hospital and Nursing Department.
- Identify progress toward goals on an ongoing basis.
- Assure planning for unit-based changes that involve the necessary individuals and are thorough, time lined and well communicated; develop a written plan for major or interdepartmental changes.
- Participate in the development and revision of policies and procedures.
- Participate in strategic planning for the HVT service line and Nursing Department.
- Serve on clinical department, nursing and medical staff committees.

### 7. Professional Development/Effectiveness

- Identify professional strengths and areas for growth and demonstrate professional development through formal and informal learning experiences.
- Maintain knowledge of current trends and practices in nursing and health care through resources such as literature review and professional networking.
- Participate in professional organizations in area of specialization and interest.
- Demonstrate professional effectiveness as a manager and role model through efficient time management, effective organization of work, and prioritization.

**All duties and requirements must be performed consistent with the UWHC Organizational Performance Standards.**

## POSITION REQUIREMENTS

Education	Minimum	1. MSN
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	Preferred	Master's degree in Nursing, Health Administration, Business Administration or related degree from an accredited college or university.	
Work Experience	Minimum	1. At least five (5) years relevant experience. 2. Progressive nursing leadership and/or management experience with demonstrated success.	
	Preferred	Experience with cardiothoracic surgery, heart/lung transplant surgery in general care, intermediate care, and ICU settings.	
Licenses & Certifications	Minimum	RN, Licensed in State of Wisconsin	
	Preferred		
Required Skills, Knowledge, and Abilities			
<b>AGE – SPECIFIC COMPETENCY</b>			
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.			
<b>Instructions:</b> 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 checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)
<b>Job Function</b>			
Review the employee's job description, and identify each essential function that is performed differently based on the age group of the patient.			

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<b>PHYSICAL REQUIREMENTS</b>				
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>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>X</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 be 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:				