

UW HEALTH POSITION DESCRIPTION

Associate Designated Institutional Official (ADIO), Graduate Medical Education (GME)	
UW Health Leader Position Reports to (Title):	Designated Institutional Official
Indirect/Matrixed Report(s) (Title):	Chief Medical Officer - UH
Administrative FTE (based on 50 hr work week):	.25

POSITION SUMMARY

The UW Health Associate Designated Institutional Official (ADIO) will serve as an integral member of the Graduate Medical Education (GME) enterprise at UW Health, providing direct support to the Designated Institutional Official (DIO) and serving as the DIO's delegate for official ACGME accreditation oversight, as needed. In this role the ADIO works closely with the DIO and GME administrative leadership to provide oversight and administration of each of our ACGME-accredited programs, ensuring compliance with the ACGME institutional, common, and specialty- and subspecialty-specific program requirements.

ROLES AND RESPONSIBILITIES

The expectation of the UW Health ADIO is to provide leadership for Graduate Medical Education (GME) that results in the consistent and successful delivery of "Remarkable Healthcare" that is high quality, cost efficient, and delivered in a way that is highly satisfying for patients, providers, and staff. The ADIO is expected to develop and demonstrate all UW Health Leadership Competencies and lead within their program/area(s) using the UW Health Way.

Effectively lead and administer the following responsibilities and activities.

- Works collaboratively with, and supports the DIO, in all aspects of their role in maintaining an optimal learning and work environment at UW Health, maintaining continued full ACGME accreditation, including oversight and monitoring of individual program as well as institutional accreditation compliance.
- Assist in the day-to-day functions and operations of the UW Health GME Office, liaising closely with administrative leadership and staff.
- Serves on the Graduate Medical Education Committee (GMEC).
- Provides oversight and leadership for the Program Review Subcommittee and the Curriculum Subcommittee.
- Provides oversight and monitoring of individual program Annual Program Evaluations (APEs) and Accreditation Data System (ADS) updates.
- Assists in sharing best practices across the GME community around issues, such as diversifying the GME physician cohort.
- Advises program directors related to academically underperforming GME physicians.
- Uses assessment and tracking systems to define and implement solutions and improvements at the institutional level and to assist in program-level improvement of education quality and accreditation.
- Under direction of the DIO, partners to optimize the clinical learning environment pathways to excellence by collaborating with appropriate UW Health leaders and teams, including but not limited to, quality and safety, wellbeing, provider services, informatics, and healthcare operations, and GME program leaders and teams. Advocates for and pursues action to promote a non-punitive clinical and learning environment free from intimidations, retaliation, and learner mistreatment or neglect.
- Serves as a resource to residents, programs, and others for achieving culture change and innovation to support improvements in the learning environment.
- Assist in planning Annual GME Retreats and other GME faculty development activities.
- Serves as the DIO's delegate when the DIO is unavailable:
 - Make independent and trusted decisions related to the sponsorship of our GME programs on behalf of the DIO
 - Interacts with the ACGME as the DIO's representative.
 - Serve as Chair-designee for the GMEC
- Other duties and projects as assigned by the DIO

The ADIO's area of emphasis is GME but ensuring the provision of "Remarkable Healthcare" is a shared responsibility. In support of delivering "Remarkable Healthcare," the ADIO will promote excellence in both culture and performance management. The ADIO is expected to perform standard work that supports this achievement.

The ADIO will work with their administrative partners and/or leader to establish and maintain a culture that values and embraces the team-based model. This partnership will create a work environment that is patient-centered, values each team member as uniquely important, is collegial, collaborative, and promotes job satisfaction and retention.

Each partnership will maintain in-depth knowledge of their area's performance on key measures as defined by organizational leadership. The partners will identify opportunities for improvement, maintain an active action plan, and use the UW Health Way to drive changes that improve performance in needed areas.

Daily:

- Lead with humility and a focus on service to others (staff, providers, patients, and organization)
- Lead by example in knowing, communicating, supporting, and reinforcing the goals we are trying to achieve in aligning with our UW Health Strategic Plan
- Maintain a positive and optimistic attitude while maintaining open communication channels with all providers and staff
- Ensure that UW Health standard processes and clinical guidelines are communicated, followed, and Service Standards are being met, as applicable
- Address and resolve problems and conflicts that arise in a timely fashion
- Ensure providers and staff are fulfilling their job expectations and meeting Service Standards while coaching those who are not meeting expectations, as applicable

Monthly:

- Proactively ask providers and staff about the program or area culture and any concerns they have
- Review action plans for improvement with your administrative partner and summarize the results, findings, and address any barriers to progress at your monthly meeting
- Celebrate success, understand barriers and root causes of failure, champion ongoing improvement efforts; share necessary updates with leadership team members

Biannually:

- Formally review culture at a regular meeting
- Update the action plan for your area, communicate the plan and rationale for its choices to leadership
- Meet with collaborative partners to review CLER pathways

Annually:

- Identify opportunities for staff and providers to optimally use their skills to assist the program or area and achieve their personal career goals
- In compliance with annual CMS Reporting, complete a time study as directed by UW Health physician leadership

Episodic:

- Support all new initiatives, be a partner in implementation within your program or area, and continually improve your local processes while providing feedback to leadership where opportunities exist to make improvements
- Be available to coach/mentor subordinates to find timely solutions to their problems, as applicable
- Consistently and actively participate in departmental and other appropriate leadership meetings and retreats as set by UW Health leadership
- Other activities and leadership as needed

REQUIREMENTS

Education	Minimum	Doctor of Medicine or Doctor of Osteopathy
	Preferred	Masters of Education
Work Experience	Minimum	<ul style="list-style-type: none"> • 3 years of progressively responsible experience as a practicing physician • Leadership experience related to programmatic, departmental, physician, or medical staff administration • Active member of the UW Hospitals and Clinics medical staff
	Preferred	Previous GME leadership experience, such as Residency or Fellowship Program Director
Licenses &	Minimum	Board certified with active medical license.

Certifications	Preferred	
Medical Specialty Required for this role (if applicable):		NA
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Effective leadership abilities • Record of initiating change and innovation • Strategic thinking, planning and problem solving • Superior communication skills, both in written and verbal presentation • Effective human relations abilities to effect collaborative alliances and promote teamwork and ensure a high level engagement. • Ability to succeed in a complex environment where decision-making may be diffuse and ambiguous. • A high degree of professionalism and competency dealing with a variety of individuals. • Conflict management and resolution skills. • Familiarity with ACGME institutional, common, and specialty requirements • Strong organizational and management skills • Demonstrated ability to communicate effectively and work with members of the academic and clinical community • Strong service orientation and commitment to teamwork • Demonstrated knowledge and skills in interpersonal and group communication that reflect a commitment to cultural diversity