

UW HEALTH POSITION DESCRIPTION

Designated Institutional Official (DIO), Graduate Medical Education (GME)	
UW Health Leader Position Reports to (Title):	Ciara Barclay-Buchanan, MD (Chief Medical Officer)
Indirect/Matrixed Report(s) (Title):	
Administrative FTE (based on 50 hr work week):	.50

POSITION SUMMARY

The UW Health Designated Institutional Official (DIO) of Graduate Medical Education in collaboration with the Graduate Medical Education Committee (GMEC), has the authority and responsibility for the oversight and administration of all UW Health Accreditation Council for Graduate Medical Education (ACGME) accredited programs, as well as ensuring compliance with the ACGME institutional, common, specialty- and subspecialty-specific program requirements. In this role the DIO works closely with the Associate DIO and GME administrative leadership team.

ROLES AND RESPONSIBILITIES

The expectation of the UW Health DIO 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 DIO 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:

- Maintain current knowledge of and compliance with ACGME Institutional, Common, and specialty-/subspecialty-specific Program Requirements.
- Lead GMEC to provide comprehensive support, participate as a voting member, and ensure compliance with ACGME requirements.
- Annually submit a written executive summary of the Annual Institutional Review (AIR) to the University of Wisconsin Hospitals and Clinics Authority Board.
- Approve program letters of agreement (PLAs) that govern relationships between each program and each participating site providing a required assignment for residents/fellows in the programs.
- Oversee program and institutional submissions to the ACGME, such as annual updates, self-study documentation, and exception requests.
- Lead all accreditation activities, such as preparation for institutional self-studies, site visits, and Clinical Learning Environment Reviews (CLER).

Leads the optimization of 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.

- Engage in professional development applicable to responsibilities as an educational leader.
- In partnership with the Director of GME, present position and complement requests to the UW Health Workforce Planning Committee.
- Oversight of all ACGME accredited programs, to include annual meetings with programs, annual program evaluations (APE), and tracking of performance metrics.
- In collaboration with GME administration leadership, develop UW Health GME policies and procedures to comply with ACGME requirements, UWH policy, and to support strategic planning initiatives.
- Provide educational leadership development and mentorship for program directors and other emerging educational leaders.

- Build collaborative liaisons and work to align initiatives with existing UW Health resources and priorities. Work collaboratively with and provide GME expertise to others whose work will affect GME (e.g., information systems, finance, patient safety, quality improvement).
- Serve as a liaison to UWSMPH as the Associate Dean of Graduate Medical Education.

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

The DIO will work with their administrative partners and/or leaders 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

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	
Licenses & Certifications	Minimum	Board certified with active medical license.
	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 • Depth of understanding related to clinical operations and GME, including ACGME institutional, common, and specialty-/subspecialty requirements • 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. • 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