

UW HEALTH POSITION DESCRIPTION

POSITION SPECIFICS			
Title: System Vice President, Chief Information & Digital Officer		Department/Number: Executive	
Reports to: Senior VP/Chief Operating Officer		PD Status: Approved	
Job Code: 103302	FLSA Status: Exempt	FTE: 1.0	Pay Grade: Exec
Manager Approval: K Lambrecht June 2024		HR Approval: C Richard June 2024	
POSITION SUMMARY			
<p>The System Vice President, Chief Information & Digital Officer will report to the Senior VP/Chief Administrative Officer; and will provide overall administration, direction, coordination, and evaluation of the operational, financial, space, and human resource functions and activities for the UW Health Information , Informatics , Artificial Intelligence (AI) and Digital Services, The System VP/CIDO leads UW Health’s digital and informatics strategies by advancing partnerships within the UW Health System, School of Medicine and Public Health, technology industry, and with other contributing UW Schools and Colleges. As the digital Officer for the organization leads the initiative to establish, grow and transform UW Health and its constituent organizations’ activities on a new digital platform. The System VP/CIDO is responsible for leading, directing, and administering IS, EA & SO, and digital initiatives in accordance with the mission, vision, and values of UW Health and its constituent organizations.</p> <p>The System VP/CIDO is responsible for sponsoring and providing the leadership direction for the Chief Medical Information Officer (CMIO) and Chief Nursing Information Officer (CNIO) for the creation of the UW Health Informatics Center of Excellence (ICOE) program. The ICOE will engage all informatics functions and contributing disciplines throughout the health system, medical school, and relevant schools and colleges in the broader UW academic system.</p> <p>UW Health is committed to the highest standard of customer service principles for its patients and family members, visitors and staff members. Staff will serve as role models by practicing exemplary behaviors when working with patients and family members, visitors and fellow staff members.</p>			
MAJOR RESPONSIBILITIES			
<p><u>Administrative Leader</u></p> <ul style="list-style-type: none"> • Provide overall leadership, direction and coordination of operations, finances, space, and human resources for all operating areas within range of responsibility. • Develop and/or implement appropriate institutional policies and procedures to enhance efficient and effective operations and delivery of services within areas of responsibility. • Translate strategic plans and budget targets into operational action plans which guide resource allocation and the coordination and direction of personnel; direct operations in areas of responsibility to achieve the annual operating plan. • Provide leadership, guidance, support and direction to the department managers/directors in their fiscal care efforts to ensure optimal use of resources and provide effective service. • Effectively lead and administer the following responsibilities and activities: <ul style="list-style-type: none"> ○ Lead and establish new digital models to optimize the digital experience that will include new customer-facing operations and drive efficiencies in the care model. Be the cross-functional change agent and integrator in the digital transformation process, serving as the facilitating partner between all other executives and functions in the rollout of digital initiatives and capabilities, fully integrating business and technology, and closing digital performance gaps that exist in and between the various functions and business units of the organization. ○ Partner with teams across the business to generate innovative digital solutions for products, services, processes, customer experiences, marketing channels, and business models. ○ Expand the digital innovation ecosystem: partner, build, manage and grow an internal and external digital innovation ecosystem, tapping into competencies across and beyond the organization (in an external industry partner network) to apply digital technologies to the business. ○ Identify and developing infrastructure and allocating resources to support operations while ensuring long-term institutional viability. ○ Work collaboratively with the Chief Medical Information Officer and Chief Nursing Informatics Officer to ensure effective clinical systems that support the care of patients and the needs of the academic enterprise. ○ Work collaboratively with the Director of Biomedical Informatics Research to ensure effective data systems that support the research activities of faculty. ○ Partner with Chief Innovation officer and other key leaders to leverage technology as a source for diversified revenue opportunities. 			

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Strategic Planning

- Participate in the development of the institutional strategic plan to ensure accomplishment of the mission and vision of UW Health.
- Guide and direct strategic planning for areas of responsibility.

Advisor

- Serves as an advisor and consultant to the Senior VP/Chief Administrative Officer on matters within areas of responsibility.
- Provides advice and information to the UWHCA Board of Directors on matters within areas of responsibility.

Educator / Facilitator

- Contributes to the establishment of a learning environment which is conducive to the provision of educational and research experiences to students, house officers, faculty and staff.
- Supports the educational and professional development opportunities to staff, students and interns within areas of responsibility.
- Contributes to the institution knowledge of the latest trends, practices and state-of- the-art technology as applicable to assigned areas of responsibility.

External Stakeholders

- Acts as a liaison and representative of the institution pertaining to IS, Informatics, AI and Digital with the UW Health executive leadership, the Authority Board of Directors, Clinical Department Chairs, UW School of Medicine and Public Health administration and research leadership, and affiliated physicians and mid-level providers.

All duties and requirements must be performed consistent with the UW Health Organizational Performance Standards.

POSITION REQUIREMENTS

Education	Minimum	Bachelor's degree in a relevant subject area such as information services, business administration, health administration or a health profession.
	Preferred	Master's degree in healthcare or hospital administration, nursing administration, business or a related discipline, or an MD degree.
Work Experience	Minimum	<ul style="list-style-type: none"> • Five plus years in a senior leadership role in information services, analytics or information security • Career of progressively higher level leadership roles in multiple types of hospitals and health care organizations
	Preferred	<ul style="list-style-type: none"> • Work experience in a multi-hospital system or integrated delivery system • Broad based knowledge of the full scope of operations in an accredited academic medical center or primary teaching hospital of comparable size and scope to UW Health • Experience in providing effective IS support to a research enterprise • Additional experience in a leadership role in ambulatory care and a physician practice
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Broad knowledge of modern health care administration, systems, practices and principles. • Effective leadership abilities <ul style="list-style-type: none"> • 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 of internal and external customer satisfaction and engagement. • Ability to succeed in a complex environment where decision-making may be diffuse and ambiguous.

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	<ul style="list-style-type: none"> • Demonstrated exemplary presentation skills to engage and motivate organizational stakeholders. • Proven success in developing a large high performing staff, establishing performance standards, and transitioning staff through organizational change, with an emphasis on the ability to recruit and manage a culturally diverse workforce. • A high degree of professionalism and competency dealing with a variety of individuals including physicians, senior executives, hospital administration, and external constituents. • Experience in preparing operating and capital budgets. • An ability to organize and present data in a concise and easily understood manner, often to professionals, physicians and board members. • Ability to be recognized as a positive change agent. • Proven success as a dynamic and empowering leader who possesses a positive attitude to instill a vision for excellence with innovation and creativity. • Conflict management and resolution skills. • Skilled developer of relationships and partnerships.
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AGE – SPECIFIC COMPETENCY

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,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

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
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#
List any other physical requirements or bona fide occupational qualifications:	•		