

## UW HEALTH JOB DESCRIPTION

### **DIRECTOR, ACCOUNTABLE CARE ORGANIZATION & VALUE-BASED CARE**

Job Code: 113038	FLSA Status: Exempt	Mgt. Approval: J. Jaffery	Date: June 2022
Department: Population Health		HR Approval: J. Olson	Date: June 2022

#### **JOB SUMMARY**

The Director, Accountable Care Organization (ACO) and Value-Based Care is responsible for the operations of UW Health value-based care programs requiring coordination across clinical operations, quality, reporting, information systems, legal, and contracting teams. This includes the administration, direction, coordination, and evaluation of the activities of the UW Health ACO, participation in strategic planning, development of related value-based care programs, responsibility for budget development, and oversight for the value-based portfolio. The Director serves as lead facilitator among key stakeholders in program development to ensure effective implementation, compliance, and contractual arrangements to fulfill regulatory requirements, communication, and monitoring of designated programs.

The Director, Accountable Care Organization (ACO) and Value-Based Care serves as the programmatic and operational leader for Value-Based Care across UW Health, which includes a significant amount (approximately \$600 million) of value-based contract revenue. The Director is responsible to the Chief Population Health Officer and works closely with UW Health employees and leaders.

#### **MAJOR RESPONSIBILITIES**

##### **ACO and Value-Based Care Program Leadership**

- Lead value-based care program planning, implementation, and monitoring. Programs may be internally initiated or may be government, commercial, employer, or community-based.
- Oversee interdisciplinary response to contractual expectations including representation from contracting, business, legal, quality, information systems, compliance, population health, and clinical operations.
- Direct program implementation work plans across projects and teams, including facilitation and management of reporting, clinical knowledge management, information systems, and clinical operations representatives.
- Ensure program activities are coordinated, aligned, and sequenced with other organizational or strategic initiatives and/or other improvement activities.
- Continually assess external environment and emergence of value-based contracting activities and implications for UW Health, including analyzing and preparing information to facilitate strategic and operational decision-making.
- Lead the development, definition, and implementation of program outcome measures along with ongoing reporting and monitoring processes to continually assess program effectiveness, identify areas of over and under-utilization in specific populations, and identify opportunity for program involvement.
- Align payment models, payer contracting relationships, and business development with population health care model in collaboration with UW Health ACO Medical Director and key operational stakeholders across the organization.
- Maintain accurate, complete, and current program documentation in compliance with regulatory requirements.

##### **Financial Manager**

- Develop and manage Accountable Care Organization budgets in collaboration with UW Health ACO Finance Committee and Board of Directors.
- Establish an annual operating and capital budget, demonstrating fiscal responsibility through meeting budget targets. Articulate the budget to staff and the context within the organizational financials.
- Monitor and analyze financial data and utilize for decisions regarding FTEs, staffing, and operational budget.
- Create business plan(s), justifying variances and analyzing cost-benefit of programs.
- Direct and provide guidance to managers to effectively allocate resources based on space availability, budget constraints, and program priorities, goals, and objectives.

##### **Administrative Leader**

- Continually assess all services, identify problems, and utilize data to analyze and propose innovative approaches for solutions.
- Engage staff and other stakeholders in continuous improvement of systems and processes; manage resources for staff participation in improvement work activities.
- Remain current of new trends and best practices and incorporate into ACO programs.
- Develop and implement innovative systems and processes that improve staff and patient quality and safety.

## UW HEALTH JOB DESCRIPTION

- Develop and implement measures for quality improvement, cost and complication reduction, and the implementation of evidence-based programs.
- Create bi-directional systems that effectively communicate information and data utilizing multiple methods.

### Resource Manager

- Create and maintain a satisfying workplace that fosters professional growth and job satisfaction for all members of the healthcare team.
- Interview to select top talent, matching ACO needs with appropriate skill sets.
- Assess staff development needs, identify goals, and provide resources.

### Critical Interfaces

- Lead and/or serve on a variety of appropriate internal and external committees to represent Population Health.
- Serve as a representative of the ACO to UW Health in order to facilitate the shared interests and relationship between the parties.

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

### JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in Healthcare Administration, Public Health, Social Work, Business Administration, Economics, Industrial Engineering, or related field
	Preferred	Master's degree in Healthcare Administration, Public Health, Social Work, Business Administration, Economics, Industrial Engineering, or related field
Work Experience	Minimum	<ul style="list-style-type: none"> <li>• Five (5) years of relevant experience in the management of population health-related programs such as health system management, health plans, or public health</li> <li>• Project or program management experience, including program/project development, implementation, and monitoring</li> </ul>
	Preferred	<ul style="list-style-type: none"> <li>• Experience working in an academic health system or integrated healthcare delivery system</li> <li>• Experience with Medicare, Medicaid, or commercial value-based payment models</li> <li>• Experience implementing or supporting CMS alternative payment models</li> <li>• Regulatory and contractual requirement management experience</li> <li>• Previous management/supervisory experience</li> </ul>
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Knowledge of health systems operations, health policy, and/or health care contracting</li> <li>• Knowledge of population health programs and concepts</li> <li>• Expert team management and facilitation skills</li> <li>• Advanced written and verbal communication skills</li> <li>• A high degree of professionalism and competency in dealing with a variety of individuals</li> <li>• Demonstrated ability to lead diverse teams to achieve outcomes as well as form and maintain collaborative relationships</li> <li>• Ability to independently organize and prioritize work</li> <li>• Skilled at conflict management</li> <li>• Ability to identify data needed for both assessment and decision-making purposes</li> <li>• Ability to deploy appropriate data sources, analysis methods, and effective communication of analytical results</li> <li>• Demonstrated ability to develop, implement, and evaluate population health programs</li> </ul>

## UW HEALTH JOB DESCRIPTION

	<ul style="list-style-type: none"> <li>Demonstrated project and portfolio management skills</li> <li>Must be willing to travel for meetings</li> <li>Articulates and presents data, information, and ideas in a clear and concise manner</li> <li>Creates an environment that encourages diverse opinions, recognizes differences, and incorporates into process and services.</li> </ul>
--	---

### 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

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.** *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
<b>X</b> <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>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 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>
<b>Other</b> - 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.