

UW HEALTH JOB DESCRIPTION

Director Allied Health Education & Career Pathways

Job Code: 113507	FLSA Status:	Mgt. Approval: Exempt	Date: November 2015
Department: Human Resources - Admin		HR Approval: C. Richard	Date: November 2015

JOB SUMMARY

The Director, Allied Health (Non-nursing) Education and Career Pathways is responsible for overseeing allied health education and career pathways and programs supported by UW Health. The Director is responsible for administrative oversight, maintenance of accreditation compliance and the modification or adaptation of current educational programs in order to meet the workforce and professional development needs of the organization. Additionally, the Director is responsible for creating programs and development opportunities in an effort to encourage internal advancement of employees into hard to fill, mission critical positions. The Director will develop and maintain partnerships with community organizations, school districts and the Department of Workforce Development in an effort to create new programs, apply for grant funding and adapt existing curriculum and programs to serve UW Health and the community at large and meet the needs for workforce development and career pathways education in Dane county and in the State of Wisconsin.

This position works closely and in collaboration with the Director, Learning & Development and Director, Recruitment to ensure efficiency in processes and to maximize development /transition of current employees and external applicants into employment with UW Health. This position requires a high level of organizational and communication skills for interaction with a wide variety of individuals from across departments, organizations and educational institutions. This individual will represent UW Health in interactions and committee service with multiple affiliated departments in elementary, secondary and post-secondary educational institutions, community organizations, state and county organizations and the public.

MAJOR RESPONSIBILITIES

Works with multiple departments across the organization to develop and oversee allied health education (non-nursing) and career pathways programs supported by UW Health.

- A. Oversees management of current allied health education and career pathways programs, including internships.
- B. Works with UW Health employees across departments to determine workforce needs and consider the development of new allied health education programs to meet the needs of the organization.
- C. Works with community organizations and UW Health employees to determine future workforce needs and develop and offer career pathways programs appropriately.
- D. Evaluates effectiveness of all program outcomes, including statistics relevant students entering programs of study in health care, employment at UW Health, allied health program graduate performance on national certification examinations, employer surveys, graduate surveys and student surveys.
- E. Examines career pathways and allied health education program outcome statistics that impact UW Health workforce demographics.

Works with the University of Wisconsin System and other post-secondary institutions to obtain funding sources for program managers and clinical education and to award degrees and certificates to allied health education program graduates.

- A. Maintains external affiliation contracts, including fee structures, with post-secondary education institutions that support the professional curriculum for UW Health supported allied health education programs.
- B. Works with post-secondary education institutions to develop professional and clinical curriculum to be accepted for degree and certificate tracks to be awarded to graduates.
- C. Works with post-secondary education institutions to maintain a steady source of qualified student applicants to UW Health supported professional curriculum.
- D. Attends curriculum committee meetings with post-secondary education affiliates to propose professional curriculum.

Develops and maintains relationships with communities of interest to provide continuous stream of diverse applicants to educational and career pathways programs and internship opportunities.

- A. Meets with community organizations such as the Boys and Girls Club of Dane County and the Urban League to determine the needs of community groups and develop health care career pathways education.

UW HEALTH JOB DESCRIPTION

- B. Works with leaders of community organizations to form applicant pathways into UW Health supported allied health education programs.
- C. Examines statistical data to derive pathways and allied health program effectiveness and outcomes for diverse communities of interest.

Works with Department of Workforce Development, The University of Wisconsin system and other post-secondary educational institutions to apply for and obtain grant funding to support career pathways and allied health education programs.

- A. Meets with state officials, system officials, and educational administrators across institutions and departments to write for and obtain grant funding to support career pathways and allied health education programs for diverse groups of learners.
- B. Identifies grant funding opportunities for career pathways and allied health care education programs.

Creates and implements curriculum for allied health and career pathways educational programs.

- A. Writes curriculum for new programs that is engaging and creates a learning environment in which diverse groups of students will be successful.
- B. Works with program managers to modify existing program curriculum in order to improve program outcomes and create opportunities for more learners to be successful.
- C. Works with department directors and managers to create curriculum for new allied health education programs to serve the needs of the organization.

Departmental Leader

- Provides an experience and environment of patient- and family-centered care.
- Interprets impact of broad scope organizational change for staff and develops change strategies for successful implementation.
- Incorporates UWHC's vision, missions and values in goals and programs within Allied Health Education and Career Pathways.
- Develops and manages operational initiatives with measurable outcomes.
- Formulates objectives, goals and strategies collaboratively with other stakeholders.
- Prepares and delivers reports to operational leadership outlining progress toward meeting annual goals and objectives, to include performance related to finance, clinical activity, quality, safety, marketing, and human resources.

Financial Manager

- Actively seeks opportunities to improve financial outcomes, engaging staff in the process.
- Establishes annual financial goals and actively uses benchmarking to high performing systems in similar area of expertise to set annual targets.
- Monitors and analyzes financial data and utilizes for decisions regarding FTE's, staffing and operational budget.
- Establishes an annual operating and capital budget, demonstrating fiscal responsibility through meeting budget targets.
- Creates business plan(s), justifying variances and analyzing cost benefit of programs.
- Directs and provides guidance to managers to effectively allocate resources based on patient volume, space availability, budget constraints, and program priorities, goals and objectives.
- Articulates to staff the budget and the context within the organizational financials.

Administrative Leader

- Contribute to the success of the UW Hospitals and Clinics by providing leadership, direction and coordination of operations, finances and human resources for area of responsibility.
- Manage and direct all activities within area of responsibility.
- Continually assesses all services, identifies problems, utilizes data to analyze and propose innovative approaches for solutions.

UW HEALTH JOB DESCRIPTION

- Maintain records related to operations and services that are complete, accurate, available, and in compliance with all legal, regulatory, and policy requirements.
- Engages staff and other stakeholders in continuous improvement of systems and processes; manages resources for staff participation in improvement work activities.
- Ensures effective facilitation of improvement teams and development of leadership skills to ensure overall effectiveness of the meetings.
- Organizes and prioritizes time and resources to manage efficiency. Appropriately delegates.
- Remains current of new trends and best practices and incorporates into Allied Health Education and Career Pathways practices and programs.
- Articulates and enforces standards for quality/safe patient care
- Develops and implements innovative systems and processes that improve staff and patient quality and safety
- Demonstrates achievable and measurable results and develop action plans for improvement
- Initiates, monitors and enforces regulatory requirements
- Holds self and others accountable to policy, standards and commitments and provides timely follow through on questions and concerns.
- Ensures development of Allied Health Education and Career Pathways initiatives to improve patient satisfaction and family centered care.
- Develops and implements clinical outcome measures for quality improvement, cost and complication reduction, and the implementation of evidence-based medicine.
- Incorporates the use of evidence based practice and appreciative enquiry into program development and improvement activities
- Actively listens to staff ideas and concerns, assesses others communication styles and adapts to them.
- Effectively facilitates meetings at the department and organizational level.
- Creates bi-directional systems that effectively communicate information and data, utilizing multiple methods.
- Articulates and presents data, information and ideas in a clear and concise manner.
- Communicates opinions and ideas in a nonthreatening and nonjudgmental manner to staff, peers and others.
- Communicates with physicians, academic department leaders, and senior administrators to maintain coordination with other UWHC programs.
- Demonstrates empathy and concern while ensuring Allied Health Education and Career Pathways goals are met.
- Manages the complex interdepartmental and interdisciplinary relationships to assure collaboration and effective/efficient operations within Allied Health Education and Career Pathways.
- Creates an environment that encourages diverse opinion, recognizes differences and incorporates into process and services.
- Exhibits awareness of personal attitudes and beliefs, recognizing it's affect on response to others.
- Creates a culture and systems for recognizing and rewarding staff.

Resource Manager

- Creates and maintains a satisfying workplace that fosters professional growth and job satisfaction for all members of the healthcare team.
- Interviews to select top talent, matching Allied Health Education and Career Pathways needs with appropriate skill sets.
- Develops and implements recruitment and retention strategies that support a culture of leadership.
- Identifies and addresses own professional growth needs.
- Assesses manager and staff development needs, identifies goals and provides resources.
- Identifies lack of competency in performance and establishes a plan which includes goals, interventions and measures.
- Maintains membership in professional organization(s) to develop knowledge and resources through networking, continuing education, and participation in national, regional, and/or local activities.
- Ensures integration of ethical standards and core values into everyday work activities.

UW HEALTH JOB DESCRIPTION

Educator/Research Facilitator

- Provides opportunities to aspiring clinicians and leaders to develop skills to meet career goals.
- Contributes to a learning environment by providing educational and research experiences to students, residents, fellows, and faculty.

Critical Interfaces

- Leads and/or serves on a variety of appropriate internal and external committees to represent the Allied Health Education and Career Pathways.
- Serves as a representative of Allied Health Education and Career Pathways, Human Resources, and 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	Master level degree in Education or related field
	Preferred	
Work Experience	Minimum	<ul style="list-style-type: none"> • Five (5) years of work experience in post-secondary education administration for health sciences, medical sciences, science, technology or education, or other closely related area. • Experience in classroom teaching at secondary or post-secondary levels.
	Preferred	<ul style="list-style-type: none"> • More than five years of work experience in post-secondary education administration for health sciences, medical sciences, science, technology or education, or other closely related area • Two (2) years of work experience in any area of clinical health care.
Licenses & Certifications	Minimum	
	Preferred	Certification in a clinical health care profession.
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Ability to create new educational programs and monitor educational statistics relevant to program efficacy and outcomes. • Ability to understand and assimilate current educational and workforce development literature. • Ability to communicate with diverse groups of UW Health staff, both clinical and non-clinical, staff and leaders of community organizations and academic administration for colleges and universities. • Ability to organize, coordinate, and integrate complex program curriculum and evaluate efficacy. • Ability to teach to a variety of learners and abilities. • Ability to evaluate and identify current and future health care workforce needs. • Excellent communication and interpersonal skills to include the ability to negotiate and resolve conflicts and build teams. • Demonstrated creativity and flexibility. • Ability to operate in high-pressure situations. • Excellent organizational skills. • Demonstrated innovative approach to problem resolution. • Ability to work collaboratively across UW Health entities and disciplines. Demonstrated commitment to patient- and family centered care. • Broad knowledge of modern health care administration practices and principles within a managed care environment and/or an academic medical center.

UW HEALTH JOB DESCRIPTION

- Effective analytical ability in order to develop and analyze options, recommend solutions to and solve complex problems and issues.
- Demonstrated effective managerial and administrative leadership of clinical operations
- Knowledge of principles and techniques used in negotiation as applied to service contracts and equipment purchasing.
- Effective organizational, planning and project management abilities.
- Experience in financial and programmatic presentations.
- Ability to function independently and deal with multiple, simultaneous projects.
- Ability to recognize personal strengths and weaknesses and develop goals for professional growth and achievement.
- Ability to demonstrate a commitment to quality and excellence.
- Effective leadership abilities:
 - Ability to implement change in a positive, sensitive and forward-thinking manner
 - Planning and problem solving
 - Developing goals and objectives, and establishing priorities
 - Inspires confidence, appropriate risk taking and achievement of high standards
 - Self-starter with a willingness to try new ideas
 - Positive, can-do attitude coupled with a sense of urgency
 - Good judgment and ability to act decisively at the right time
 - Ability to persuade others and develop consensus
 - Effective communication skills both in written and verbal presentation with a communication style that is open and foster trust, credibility and understanding.
 - Ability to effect collaborative and promote teamwork
 - Ability to ensure a high level of customer satisfaction including employees, patients, visitors, faculty, referring physicians and external stakeholders
- Ability to create win/win solutions and relationships

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
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UW HEALTH JOB DESCRIPTION

				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#
Other - 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.