

UW HEALTH POSITION DESCRIPTION

POSITION SPECIFICS				
Title: VP/Primary Care and Population Health Management		Department/Number: Executive		
Reports to: SVP/Chief Ambulatory Officer & CNO Ambulatory		Position Number:	PD Status: Approved	
Job Code: 102003	FLSA Status: Exempt	FTE: 1.0	Pay Grade: Exec	
Manager Approval: T Neely		HR Approval: C Richard February 2, 2018		
POSITION SUMMARY				
<p>Provides overall administration, direction, coordination, and evaluation of ambulatory operations and Population Health Management activities of UW Health and is specifically responsible for the following areas:</p> <ul style="list-style-type: none"> Primary Care (General Pediatrics and Adolescent Medicine, General Internal Medicine, Family Medicine – Community and Residency Clinics), Urgent Care, Behavioral Health Services, Health and Nutrition Education, Ambulatory Floats, Clinical Staff Education, Employer Health Services and Patient Resources. Population Health Management Program Development and Implementation <p>Under general direction from the SVP/Chief Ambulatory Officer & CNO Ambulatory and the SVP/Chief Population Health Officer, the VP/Primary Care and Population Health Management is responsible for the direction and management of ambulatory operations activities and population health management programs. The VP/Primary Care and Population Health Management will help lead care model redesign, and the design of population health programs across the care continuum, in support of the strategy for the ACO and the Clinically Integrated Network and the Community Health Improvement Implementation Strategy, in support of the mission, goals and objectives of UW Health.</p> <p>The UW Health is committed to the highest standard of customer service principles for its patients, visitors and staff members. Staff will serve as role models by practicing exemplary behaviors when working with patients, 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"> - Access - Operational Efficiency - Patient Experience - Quality - Population Health Management - Develop population health management programs and cross-cutting system capabilities and infrastructure to support those programs, especially as they impact our value-based arrangements, including the Next Gen ACO and the Quartz capitated populations. - Support healthcare reform integration strategy and value-based care to support population health and cost analysis, management, process monitoring and evaluation. - Support the development and implementation of interventions to improve the health of our community. - Guide internal and external messaging and branding to support the UWH population health strategy. - Lead team of internal experts on population health management topics & build external relationships with community partners. <p><u>Strategic Planning</u></p> <ul style="list-style-type: none"> - 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. 				

UW HEALTH POSITION DESCRIPTION

Advisor

- Serves as an advisor and consultant to the Chief Ambulatory 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 ambulatory operations matters with local health care organizations including but not limited to public health, schools other relevant individuals and organizations.
- Acts as a liaison and representative of the institution pertaining to ambulatory operations matters with the UWHCA Board of Directors and UWHCA Committees.

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 field such as Business Administration, Healthcare Administration, Nursing or other applicable field.
	Preferred	Master's degree in Business Administration, Healthcare Administration, Public Administration, Public Health, Nursing or other applicable field.
Work Experience	Minimum	Seven (7) years of progressively responsible management in ambulatory care experience in an integrated healthcare delivery system or academic medical center with a large physician practice component.
	Preferred	Experience with an academic medical center
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. • 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.

UW HEALTH POSITION DESCRIPTION

	<ul style="list-style-type: none">• 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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UW HEALTH POSITION DESCRIPTION

PHYSICAL REQUIREMENTS			
<p>Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i></p>			
Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<p>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.</p>	Up to 10#	Negligible	Negligible
<p>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.</p>	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
<p>Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.</p>	20-50#	10-25#	Negligible-10#
<p>Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.</p>	50-100#	25-50#	10-20#
<p>Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.</p>	Over 100#	Over 50#	Over 20#
<p>List any other physical requirements or bona fide occupational qualifications:</p>	•		