

## UW HEALTH JOB DESCRIPTION

### Senior Director Precision Health

Job Code: 113039	FLSA Status: Exempt	Mgt. Approval: T. Neely	Date: November 2021
Department: Clinics – Clinic Management		HR Approval: J. Olson	Date: November 2021

### JOB SUMMARY

The Senior Director, Precision Health is responsible for the execution of strategies that advance the vision of precision health at UW Health: Personalize Care – Better Health for All.

The Senior Director, Precision Health will provide overall direction and guide the development of a Precision Health program, including the following responsibilities: set program objectives and measurable targets, monitor progress, identify priorities, and build infrastructure and foundational program capabilities. The Senior Director will also identify and support development and implementation of flagship opportunities and advocate for and manage resources necessary to meet the objectives.

To accomplish the above, the Senior Director will be astute at partnering with clinical and administrative leaders. They will be responsible for coordinating and integrating across multiple institutions, stakeholders, and functions to effectively implement tactics such as developing a supportive culture, establishing data management systems, enhancing and focusing marketing and promotion, and establishing and maintaining sustainable funding through payer advocacy and other mechanisms. Further, the Director will be responsible for integrating strategic objectives and priorities into clinical operations of the health system across its many clinical practice sites.

At UW Health, My Precision Health focuses on what makes a person unique, from their molecular data and health information to their family history and social circumstances. This knowledge is integrated into health research and clinical care to improve prevention, diagnosis, and treatment of disease, resulting in better health and well-being for everyone.

### MAJOR RESPONSIBILITIES

#### **Functional Leader**

- Co-Chair the Precision Health Leadership Team that will provide the oversight and decision-making required to advance the Precision Health vision.
- Build trust and establish highly effective collaborative processes between UWH and UWSMPH clinical, research and operational teams that will be essential for implementing the plan.
- Develop a clearly articulated and prioritized workplan necessary to develop a Precision Health Program.
- Ensure activities of the plan are sequenced, resourced, and planned for in a coordinated fashion and within the existing organizational prioritization and resource coordination processes.
- Monitor, lead and delegate actions necessary to implement operational plans.
- Establish and implement communication plans.
- Refine performance measures; ensure reporting development and monitoring.
- Resolve barriers and issues; escalate barriers and issues, when needed.
- Lead development of key business plans, essential for areas of significant investment.
- Navigate complex organizational structures to both accomplish work at hand and to put in-place sustainable infrastructure for programmatic components.

#### **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.
- Articulates to staff the budget and the context within the organizational financials.

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### **Administrative Leader**

- Contribute to the success of the UW Health 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.
- 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 Precision Health 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 GDPMO initiatives to improve patient satisfaction and family centered care.
- 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 program 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 UW Health programs.
- Demonstrates empathy and concern while ensuring Program goals are met.
- Manages the complex interdepartmental and interdisciplinary relationships to assure collaboration and effective/efficient operations within the Precision Health program.
- Creates an environment that encourages diverse opinion, recognizes differences and incorporates into process and services.
- Exhibits awareness of personal attitudes and beliefs, recognizing its effect 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 program needs with appropriate skill sets.
- Develops and implements recruitment and retention strategies that support a culture of diversity, equity and inclusion.
- 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.

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- 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.

### **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 Precision Health
- Serves as a representative of Precision Health to UW Health and UW SMPH as well as external parties in order to facilitate the shared interests.

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

### **JOB REQUIREMENTS**

Education	Minimum	Bachelor's degree in a relevant subject area such as Business Administration or a Scientific discipline
	Preferred	Master's degree in a relevant subject area such as Business Administration or a Scientific discipline
Work Experience	Minimum	10 years of relevant experience in the management of health systems administration and operations
	Preferred	Experience in a large academic or complex health program in a relevant area such as precision health, genetics or other scientific field, information technology, or research service
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Demonstrated creativity and flexibility.</li> <li>• Ability to operate in high-pressure situations.</li> <li>• Proven ability to develop and implement large scale multi-year strategic initiatives</li> <li>• Excellent organizational skills.</li> <li>• Demonstrated innovative approach to problem resolution.</li> <li>• Ability to work collaboratively across UW Health entities and disciplines. Demonstrated commitment to patient- and family centered care.</li> <li>• Broad knowledge of modern health care administration practices and principles within a managed care environment and/or an academic medical center.</li> <li>• Highly skilled communicator, facilitator and negotiator</li> <li>• Ability to effectively communicate with multiple different audiences in a variety of settings – both verbally and in writing</li> <li>• Proven ability to use data and analytical thinking to drive decision-making, prioritize and monitor work</li> <li>• Equally skilled at leading through positions of influence and authority</li> <li>• Ability to lead complex and matrixed programs with a track record of achieving measurable targets</li> <li>• Experience negotiating and managing contracted services with vendors</li> <li>• Experience with clinical and research-related IT infrastructure and informatics.</li> <li>• Ongoing awareness of state-of-the-art developments in precision health</li> </ul> <p>Preferred Position Specific Skills and Capabilities:</p> <ul style="list-style-type: none"> <li>• Experience working within Academic Health System and / or Medical School</li> <li>• Experience building and managing clinical programs</li> </ul>

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	<ul style="list-style-type: none"> <li>Specific knowledge or expertise in genomics and /or precision health</li> <li>Specific knowledge or expertise in clinical care and / or research (e.g. oncology)</li> <li>Specific knowledge and expertise in HIPAA and security regulations governing the generation and use of human genomic data for clinical and research purposes.</li> <li>Experience developing and implementing clinical and / or research programs</li> <li>Experience garnering resources and developing complex, multi-pronged funding models (via insurance payments, grant funding, philanthropy and others)</li> </ul>
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### 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,

	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)

### 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 - list any other physical requirements or bona fide occupational qualifications not indicated above:</b>			

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.