

## UW HEALTH JOB DESCRIPTION

### Manager, Nursing Analytics & Nursing System Strategy

<b>Job Code:</b> 301036	<b>FLSA Status:</b> Non-Exempt	<b>Mgt. Approval:</b> S. Brzozowski	<b>Date:</b> Nov 2022
<b>Department:</b> 3035531 Nursing – Magnet and Nursing Excellence		<b>HR Approval:</b> K. Fleming	<b>Date:</b> Nov 2022

#### JOB SUMMARY

Under the direction of the Director, Magnet & Nursing Excellence, the Manager, Nursing Analytics & Nursing System Strategy is primarily responsible for overseeing the execution of the Nursing Strategic Plan and associated activities and will be accountable for ensuring the movement of high-priority strategic nursing initiatives from concept to implementation. The Manager will assure high levels of performance on key strategic indicators positioning UW Health Nursing as a national leader. The Manager is responsible for environmental scanning and systematically monitors performance, and assures improvements are made when performance on measures lags behind national or organizational thresholds/benchmarks and goals. The incumbent will identify, communicate with, and leverage a variety of resources, stakeholders and departments across UW Health to achieve nursing initiative objectives. The Manager will additionally oversee the Nursing Data Analytics team and provide strategic direction on data analysis and reporting.

#### MAJOR RESPONSIBILITIES

- Manages and directs all activities within area of responsibility.
- Leads the development of the overall approach for the implementation of the Nursing Strategic Plan, its major timelines, and the definition of its major deliverables to address and meet the desired goals and outcomes.
- Leads review of Nursing Strategic Plan initiatives with associated stakeholders to identify needs and/or changes and directs the development of approaches to address.
- Oversees and provides direction for nursing initiatives, business opportunity planning tools, performance measurement tools, and risk assessment to ensure effective planning and prioritization.
- Manages data analytic requests, resource planning, data use processes, and alignment with strategic direction.
- Directs the creation and maintenance of nursing initiative documentation and deliverables.
- Leads the oversight of nursing initiative execution, progress compared with the plan, and the production of agreed upon deliverables.
- Monitors and oversees dependencies across initiatives and resolves conflicts.
- Designs and orchestrates the delivery of applicable communication to internal and external constituents to ensure consistent communication related to nursing initiative assignments.
- Oversees the review of nursing initiative processes, including the collection and utilization of operational benchmarking data to recommend targets for improvements.
- Researches industry best practices and develops and oversees process improvement actions.
- Assesses development needs, identifies goals and provides resources to aligned staff.
- Manages personnel/payroll concerns for Nursing Data Analytics Team.
- Recruits, supervises and provides regular performance evaluation for all aligned staff.
- Informs aligned staff of pertinent initiatives and nursing initiatives across UW Health.

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

#### JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree in Nursing, Healthcare Administration, Business Administration, Information Technology or related field
	Preferred	Masters degree in related field
Work Experience	Minimum	Three (3) years of experience in administrative and/or project support roles
	Preferred	Experience working in a healthcare setting
Licenses & Certifications	Minimum	If RN, licensed as a Registered Nurse in the State of Wisconsin
	Preferred	

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Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> <li>• Ability to apply quality improvement methods and tools and the use of data to drive change</li> <li>• Proven ability to achieve results</li> <li>• Experience preparing executive-level reports and presentations</li> <li>• Analytics and research skills</li> <li>• Effective communication skills and a collaborative approach to problem solving</li> <li>• Ability to work with leaders across disciplines, and clinical departments in inpatient and ambulatory settings</li> <li>• Demonstrated ability to lead staff</li> <li>• Ability to travel to meetings at various sites, sometimes multiple locations in one day</li> <li>• Ability to manage multiple concurrent activities</li> <li>• Strong critical thinking skills, including the ability to identify inefficiencies and waste in processes</li> <li>• Demonstrated innovative approach to problem resolution</li> <li>• Ability to inspire confidence</li> <li>• Demonstrates ability for appropriate risk taking and achievement of high standards</li> </ul>
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### 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 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.	<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>
List any other physical requirements or bona fide occupational qualifications:	•		

**Work/Environmental:** Moderate noise level consistent with an office environment

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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.