

## UW HEALTH JOB DESCRIPTION

### MANAGER, PREVENTIVE CARDIOLOGY AND HEART STATION

Job Code: 611002	FLSA Status: Exempt	Mgt. Approval: R. Wieczorek	Date: June 2021
Department: ECG/Stress (Heart Station)/Preventative Cardiology		HR Approval: J. Theisen	Date: June 2021

#### JOB SUMMARY

The Manager, Preventive Cardiology and Heart Station is responsible for operational and administrative oversight of Preventive Cardiology's primary and secondary prevention services, including multiple comprehensive rehabilitation services at inpatient and outpatient sites. This position also has operational and administrative accountability for the Heart Station (ECG/Stress Testing/Arrhythmia Device). Department. The manager has responsibility for budgeting and financial management, operations improvement, program planning and development, quality improvement initiatives, and staff management for both departments.

This position directs the rehabilitation program standards and certification as set forth by The American Association of Cardiovascular and Pulmonary Rehabilitation (AACVPR) and federal regulatory requirements. Coordinates participation in the national AACVPR cardiac rehabilitation registry to collect and review data for optimal quality measures in coordination with clinicians and medical directors. Ensures comprehensive evidence-based case management patient care is carried out by clinicians based upon defined clinical and department policies. The incumbent has research, education, and community outreach responsibilities as appropriate and will provide content expertise to other departments including presentations to students, allied health professional or external groups.

The manager coordinates and facilitates enterprise wide initiatives related to ECG, stress testing and arrhythmia monitor device initiatives. Participates in UW Health guideline committee work groups and serves on enterprise wide committees as indicated. The manager works with leaders, faculty, and Medical Directors across UW Health to assure the delivery of high-quality, cost-effective care.

#### MAJOR RESPONSIBILITIES

- Partners with the department leadership to achieve strategic plans, goals, and objectives of the organization and department.
- Provides leadership and oversight for the day-to-day activities and coordination of both inpatient and outpatient services which includes pediatric and adult services.
- Provides oversight for optimal patient care access for all department procedures and collaboratively works with other departments and providers to solve access concerns.
- Ensures automated inpatient cardiac rehabilitation referral process is maintained to meet core measures for referral to outpatient cardiac rehabilitation in addition to all inpatient policies and procedures.
- Serves as a clinical content expert for clinicians and maintains all certification requirements to provide patient care if needed, which should be on a limited basis.
- Oversees all hiring and performance management for Preventive Cardiology and Heart Station staff. Encourages and promotes staff involvement and engagement and communicates on an ongoing basis with employees regarding specific performance expectations.
- Develops appropriate mechanisms to support the clinical practice and professional development of the staff.
- Works collaboratively with all staff to identify quality improvement opportunities. Oversees initiatives to improve patient satisfaction, service orientation, clinical innovation, growth, and excellence.
- Provides leadership in business planning and projects for both departments.
- Prepares budget for Preventive Cardiology and Heart Station including volume projections, expense, and revenue estimates.
- Responsible for monitoring operational and financial performance, as well as productivity metrics, and identifies reasons for variances and improvement plans. Identifies costs effective alternatives for staffing, equipment and supplies while maintaining safe, quality care.
- Works with vendors to evaluate new equipment and for Heart Station and all cardiology departments offering these services.
- Prepares the capital equipment budget for both departments. Maintains equipment contracts and ensures all equipment is functional and meeting patient care and provider needs.
- Initiates the development and revision of protocols, policies and procedures for both departments in coordination with medical directors and staff.

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- Promotes Preventive Cardiology services through presentations at national/regional meetings; speaking engagements at local groups and service clubs; and may serve on related regional and national professional boards and committees.
- Provides consultation to undergraduate and graduate internship curriculum.
- Content resource for coordinating and assisting with UW Health wide competency training for all staff performing ECG's, stress tests or placing monitoring devices.
- Coordinates UW Madison Athlete pre-participation ECG services.
- Coordinates UW Madison undergraduate student internship opportunities.
- Facilitates UW Health ECG's needs in the Clinical Resource Unit

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

### JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in exercise physiology/science, or Nursing, or other applicable clinical health care field.
	Preferred	Master's degree in Exercise Physiology/Exercise Science
Work Experience	Minimum	Five (5) years of clinical background in cardiac rehabilitation and/or relevant cardiology services such as stress testing, rhythm monitors, and ECGs, with three (3) years management/supervisory experience.
	Preferred	
Licenses & Certifications	Minimum	CPR and BLS certification
	Preferred	American College of Sports Medicine (ACSM) Certification or other relevant diagnostic cardiac certification Certified Clinical Exercise Physiologist or American Association of Cardiovascular and Pulmonary Rehabilitation (AACVPR) Certified Cardiac Rehab Professional ACLS Certification
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Excellent interpersonal communication, problem solving and conflict resolution skills.</li> <li>• Effective organizational, planning, and project management skills.</li> <li>• Ability to implement change in a positive, sensitive and forward-thinking manner.</li> <li>• Effective analytical ability in order to develop and analyze options, recommend solutions and solve complex problems.</li> <li>• Ability to lead teams.</li> <li>• Ability to initiate and lead quality improvement projects.</li> <li>• Ability to learn and effectively use management systems to perform job duties.</li> <li>• Strong verbal and written communication skills.</li> <li>• Ability to develop effective and trusting relationships with leadership teams and department staff.</li> <li>• Demonstrated professionalism displaying strong work ethic.</li> <li>• Ability to perform and evaluate patient care providers to ensure department protocols are being followed regarding delivery and management of patient care populations.</li> <li>• Ability to maintain composure under stress, using tact and good judgment.</li> <li>• Ability to delegate tasks and provide staff growth opportunities where applicable.</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 checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)

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### 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>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
X <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.