

UW HEALTH JOB DESCRIPTION

MANAGER, EMPLOYEE HEALTH SERVICES

Job Code: 350001	FLSA Status: Exempt	Mgt. Approval: K. Potter	Date: 10.2020
Department: Employee Health		HR Approval: J. Middleton	Date: 10.2020

JOB SUMMARY

The Manager of Employee Health Services (EHS) develops, maintains and communicates a comprehensive Employee Health program in conjunction with the needs of UW Health employees. The Manager establishes clinical standards of care, personnel management, preparation and administration of the revenue and expense budget.

The Manager facilitates communication, coordination and collaboration among disciplines regarding identification, planning and provision of services for employees of UW Health and select non-employee groups. Works collaboratively with managers across the organization and entities under the UW Health umbrella to ensure services are delivered efficiently, are cost effective and meet State and Federal requirements and recommendations as it pertains to employee health in a health care setting. Responsible for the orientation, education, staff development and quality improvement of the EHS program.

In addition to being responsible for the management of EHS, the incumbent will also provide direct and indirect nursing care for UW Health faculty and staff and other non-employee personnel with particular emphasis in the area of occupational health.

MAJOR RESPONSIBILITIES

Clinical Leadership

- In collaboration with the EHS Director and Medical Director, provides day-to-day direction and coordination of employee health care services.
- Leads EHS to improve employee health and safety and staff satisfaction goals.
- Develop/facilitate a working environment that encourages professional autonomous nursing practice and participation by staff in unit decisions influencing employee care and operations.
- Serves as a resource to other departments for employees with disabilities, health problems, fitness for duty concerns and other employee health concerns.
- Analyze clinical operations and practice and identify opportunities to increase effectiveness and efficiency.
- Benchmark EHS practices and effectiveness against like institutions where appropriate and able.
- Develop and design Quality Improvement Programs and demonstrate value using meaningful metrics.
- Develop and update department specific policies and protocols.

Management of Personnel

- Interview and select candidates who have appropriate clinical skills and professional characteristics to match clinic needs.
- Communicate on an ongoing basis with employees regarding specific performance expectations. Plan and conduct formal annual and probationary performance reviews that are timely, ongoing and objective and submit necessary documentation.
- Demonstrate and apply knowledge of policies and work rules.
- Responsible for the promotion and termination of employees based on standards of practice, standards of care, nursing and hospital policies and procedures.
- Interact with staff in a consistent, fair, timely, appropriate and decisive manner in accordance with Hospital, Clinics and Nursing Department policies.
- Promote the growth of staff in areas such as group process, decision-making, and clinical skills by identifying strengths and weaknesses, goal setting, formal and informal learning and coaching. Assist personnel in developing/achieving annual performance objectives.
- Delegate activities/work projects to staff and supervise their accomplishment.
- Direct and develop leadership and management skills by mentoring and role modeling.

Management of Resources

- Prepare hospital budgets for EHS including volume, projections, expense and revenue estimates.
- Analyze and monitor actual budget performance and address variances monthly.

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- Develop and maintain a comprehensive cost control system to insure operating costs fall within standards established for the clinic.
- Stay abreast of new technology in supplies and equipment and evaluate for quality or cost improvements.
- Responsible for monitoring clinic volumes and adequately staffing the EHS Clinic for a fluctuating volume.

Education/Outreach

- Identify and promote clinical learning opportunities for staff.
- Develop, implement, and evaluate a systematic orientation program for new staff and an ongoing unit based continuing education plan for EHS staff.
- Consult with the Medical Director, Department Director and/or other consultants as appropriate to assist with program development, staff education, and clinical and operational issues.

Research

- Evaluate current research as it pertains to occupational health in a health care setting.
- Apply results of quality improvement studies to identify and design clinical research activities.

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

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in nursing, health care management, business or related health field.
	Preferred	Masters, or higher, in health care related field
Work Experience	Minimum	Five (5) years relevant experience. Progressive management experience with demonstrated success.
	Preferred	Employee/Occupational health in a health care setting Previous clinic management experience.
Licenses & Certifications	Minimum	RN Licensed in the state of Wisconsin
	Preferred	Advanced practice nurse
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Possess a strong, broad-based clinical background. • Excellent interpersonal communication, problem solving and conflict resolution skills. • Ability to maintain composure under stress, using tact and good judgment. • Possession of analytical decision-making skills necessary to quickly assess and resolve complex logistical, technical and patient care problems and issues. • Effective organizational, planning, controlling, and scheduling abilities. • Ability to train, motivate and supervise subordinate staff. • Effective human relations abilities. • Clinical knowledge of infectious disease protocols • Competent in MS Outlook, Word, Excel, and PowerPoint.

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,

	X	Adolescent (13 – 19 years)
Infants (Birth – 11 months)	X	Young Adult (20 – 40 years)
Toddlers (1 – 3 years)	X	Middle Adult (41 – 65 years)
Preschool (4 – 5 years)	X	Older Adult (Over 65 years)
School Age (6 – 12 years)	X	

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.*

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Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	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
X	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.