UW HEALTH JOB DESCRIPTION

MANAGER, POPULATION HEALTH CARE MODEL DEVELOPMENT

Job Code: 301024   FLSA Status: Exempt   Mgt. Approval: R. Lankton   Date: 8.2018
Department: Population Health   HR Approval: n/a   Date: 8.2018

JOB SUMMARY

Under the direction of UW Health Population Health leadership, the Manager, Population Health Care Model Development is responsible for carrying out core management responsibilities in support of UW Health’s population health care model goals. The Manager engages with a wide variety of stakeholders to develop a portfolio of Population Health Care Model programs that provide a coordinated, comprehensive system of care across the care continuum including primary care, specialty care, and post-acute care. The Manager serves as an expert resource in their areas of competency and subject matter knowledge, and serves as a mentor and coach to staff, other colleagues, and across the organization.

The Manager provides oversight and day-to-day guidance in planning, organizing and executing the work of the Population Health Care Model work plan. This includes determining needs and scope of projects, planning and coordinating timelines and milestones with stakeholders, tracking and managing deliverables, and measuring and evaluating project outcomes and effectiveness. The Manager is responsible for the appropriate allocation of resources within the Office of Population Health to ensure successful and timely completion of projects and deliverables and the achievement of key milestones and goals for their area of responsibility.

MAJOR RESPONSIBILITIES

Population Health Care Model Program Development and Portfolio Management
In collaboration with the Medical Director of Population Health Management and Vice President, Primary Care and Population Health Management, the Manager oversees the development of a population health care model strategy and related population health management programs.

- Manage the Population Health Care Model work plan across projects and teams, including facilitation and coordination to optimize care model programs, develop timelines, and achieve milestones to meet expectations and goals
- Ensure program activities are coordinated, aligned and sequenced with other organizational or strategic initiatives and/or other improvement activities
- Proactively identify potential barriers and constraints and resolve them with support of appropriate leadership
- Manage development, definition and collection of program outcome measures along with ongoing reporting and monitoring processes to continually assess program effectiveness and identify opportunities for program improvement
- Act as liaison between project teams and applicable departments to ensure project deliverables are completed on time with high quality
- Develop and manage Population Health budgets in coordination with the Director of Population Health

Resource Manager
- Provide leadership and foster partnerships, cross-training, teamwork, engagement, and talent development
- Plan, coordinate, assign and account for work of team members
- Articulate performance expectations for staff and hold them accountable for meeting those expectations
- Interview and select candidates who have appropriate training, education, skills and professional characteristics to meet team needs
- Conduct annual performance reviews and provide ongoing coaching, feedback and communication with staff regarding specific performance expectations

Coordination and Communication
- Facilitate program planning and team meetings
- Develop ongoing communication plans with population health work groups, Ambulatory Operations, Patient Resources, Center for Clinical Knowledge Management, health plans, transitions of care leaders and community partners.

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

JOB REQUIREMENTS
## UW HEALTH JOB DESCRIPTION

### Education

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Preferred</th>
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</thead>
<tbody>
<tr>
<td>Bachelor’s degree in Public Health, Health Administration, Nursing, Business Administration, Industrial Engineering or related field.</td>
<td>Master’s degree in Public Health, Health Administration, Nursing, Business Administration, Industrial Engineering or related field.</td>
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</table>

### Work Experience

<table>
<thead>
<tr>
<th>Minimum</th>
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<tbody>
<tr>
<td>• 3 years of experience in population health, health care management or public health</td>
<td>• 5 years of experience in health care management, population health or public health</td>
</tr>
<tr>
<td>• Project or program management experience, including program/project development and monitoring</td>
<td>• Experience working in an academic health system or integrated healthcare delivery system</td>
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<td></td>
<td>• Previous management/supervisory experience</td>
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### Licenses & Certifications

<table>
<thead>
<tr>
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</table>

### Required Skills, Knowledge, and Abilities

- Knowledge of population health management programs and concepts
- Expert team management and facilitation skills
- Advanced communication skills
- A high degree of professionalism and competency in dealing with a variety of individuals
- Demonstrated ability to lead diverse teams to achieve outcomes, as well as form and maintain collaborative relationships
- Demonstrated project and portfolio management skills
- Demonstrated ability to develop, implement and evaluate population health management programs
- Ability to independently organize and prioritize work
- Skilled at conflict management
- Excellent facilitation skills
- Excellent written and verbal communication
- Ability to identify data needed for both assessment and decision-making purposes
- Ability to deploy appropriate data sources, analysis methods and effective communication of analytical results
- Must be willing to travel for meetings

### 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,

<table>
<thead>
<tr>
<th>Infants (Birth – 11 months)</th>
<th>Adolescent (13 – 19 years)</th>
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</thead>
<tbody>
<tr>
<td>Toddlers (1 – 3 years)</td>
<td>Young Adult (20 – 40 years)</td>
</tr>
<tr>
<td>Preschool (4 – 5 years)</td>
<td>Middle Adult (41 – 65 years)</td>
</tr>
<tr>
<td>School Age (6 – 12 years)</td>
<td>Older Adult (Over 65 years)</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Physical Demand Level</th>
<th>Occasional Up to 33% of the time</th>
<th>Frequent 34%-66% of the time</th>
<th>Constant 67%-100% of the time</th>
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</thead>
<tbody>
<tr>
<td>X Sedentary</td>
<td>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</td>
<td>Up to 10#</td>
<td>Negligible</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying 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.</th>
<th>Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.</th>
<th>Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.</th>
<th>Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.</th>
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<tr>
<td></td>
<td></td>
<td>Up to 20#</td>
<td>Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls</td>
<td>Negligible or constant push/pull of items of negligible weight</td>
<td>Negligible-10#</td>
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<tr>
<td></td>
<td></td>
<td>20-50#</td>
<td>10-25#</td>
<td>Over 100#</td>
<td>Over 50#</td>
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</table>

**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.