

## UW HEALTH JOB DESCRIPTION

### Program Manager, Cardiovascular Tech Apprenticeships

Job Code: 352005	FLSA Status: Non-Exempt	Mgt. Approval: M. Cordio & B. Willey	Date: May 2023
Department: HR – Ultrasound Tech Schl		HR Approval: S. Whitlock	Date: May 2023

#### JOB SUMMARY

The Program Manager, Cardiovascular Technology (CVT) Apprenticeships, is responsible for the CVT education program structure, organization, daily administration, periodic review, and evaluation, continued development, and general effectiveness of program curricula. The Program Manager is responsible for supervision of apprentices and didactic instructor activities. The Program Manager directs & oversees all research projects engaged for the CVT program.

The Program Manager is responsible for coordinating and overseeing clinical education with didactic education as required meet the industry standards. The Program Manager will collect clinical education forms, competencies and assigning the clinical grade. The Program Manager is responsible for instructing and grading the clinical education laboratory experiences and assigned didactic courses for students. In addition to assisting with interventional cardiovascular procedures, this individual is responsible for coordinating work assignments for the apprentices.

The incumbent must have broad knowledge and experience in the application of a wide range of specialties within the invasive cardiovascular laboratory at UW Health.

This position requires the individual to be flexible in their work schedule. The ability to direct others and to organize a varied workload is required. This incumbent demonstrates competency in assisting with Cardiovascular procedures from newborn thru geriatric patient population.

The position requires a high level of organizational and communication skills for interaction with a wide variety of technologists, physicians, professors, administrators, patients, and the public.

#### MAJOR RESPONSIBILITIES

##### Leadership and Staff Education

- In conjunction with the operational leadership team, supports development and achievement of CVT Apprentices
- Formulates, implements, and administers all policy, procedure, and documentation for the School of ICVT.
- Promotes and models appropriate open and effective communication among staff, patients and providers.
- Collaboration with the operational leadership team in planning, guiding, and evaluating technical staff's clinical skills and competency.
- Serves as a clinical and technical expert resource to all staff, fellows, and physicians as appropriate.
- In conjunction with the Invasive Cardiology Supervisor and Manager, ensures new CVT apprentices receive adequate and appropriate training, education, and clinical support during orientation.
- Communicates and interacts with all staff, internal and external customers in a professional manner.
- Creates and promotes a healthy and positive work environment.
- Provide educational training and review sessions to prepare CVT for the RCIS examination and certification.
- Serves as a role model to all personnel by demonstrating a high level of expertise with Cardiovascular systems, including trouble-shooting skills, effective interactions with patients & staff, leadership ability and professional behavior.
- Participates in activities supporting the advancement of clinical practice through best practice literature, professional organizations, research and hospital committees and councils.

##### Develops and plans academic curriculum.

- Evaluates effectiveness of teaching by reviewing graduate performance on national certification examinations, employer surveys, graduate surveys, and apprentice surveys.
- Designs, implements, and administers all aspects of the educational program for apprentices enrolled in the UWH School of Invasive Cardiovascular Technology
- Participates in updating curricular changes with academic faculty to include professors from anatomy, medical physics, radiology, cardiology, and vascular surgery.
- Formulates, implements, and administers all policy, procedure, and documentation for the School of ICVT.
- Maintains all educational records for the school in conformance with state and federal requirements.
- Conducts on-going assessments of educational programming.
- Supervises and participates in apprentice selection including screening of applications, interviews, qualitative and quantitative analysis of applicants, and final decision making in the selection of apprentices for hire.

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- Counsels' apprentices involved in behavior which does not warrant formal disciplinary action.
- Initiates and implements disciplinary action for student conduct in violation of School and/or UWH policy.
- Initiates and implements all decisions in cases of suspension, probation, or dismissal for academic, performance or personal reasons. Documents such actions and submits documentation to the appropriate sources.
- Provides academic advisement to apprentices.
- Reviews and evaluates new teaching materials, academic courses and schedules lectures with school faculty.

### Professional Development

- Develops and plans individual own professional growth and development in relation to expectations for practice in our specialty area.
- Attend continuing educational programs, in-services, and conferences to maintain and advance expert skills and knowledge level.
- Participate in ongoing, unit-based quality improvement programs.
- Continue to enhance all clinical skills and expertise.

Other duties may be assigned as appropriate.

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

### JOB REQUIREMENTS

Education	Minimum	Associate degree in CVT or healthcare related field.
	Preferred	Bachelor's degree in CVT or healthcare related field.
Work Experience	Minimum	Five (5) years of Cardiovascular Technologist work experience in a Cardiovascular Laboratory.
	Preferred	Ten (10) years or more years of progressively responsible experience in the Cardiovascular Lab.
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> <li>• RCIS (Registered Cardiovascular Interventional Specialist) Certification</li> <li>• BLS certification</li> <li>• ACLS certification</li> </ul>
	Preferred	<ul style="list-style-type: none"> <li>• American Registry of Radiologic Technicians ARRT (RT) with Wisconsin Imaging License</li> </ul>
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Expert technical skills and in-depth clinical knowledge of Cardiovascular Lab procedures.</li> <li>• Ability to handle multiple tasks/projects and meets objectives and deadlines.</li> <li>• Effective oral and written professional communication skills.</li> <li>• Ability to always demonstrate ethical and professional behaviors.</li> <li>• Ability to maintain patient confidentiality and privacy.</li> <li>• Ability to use initiative and independent judgment.</li> <li>• Ability to educate, direct and lead others responsibly and effectively.</li> <li>• Excellent interpersonal skills with the ability to interact effectively with patients, families, healthcare professionals and external vendors.</li> <li>• Knowledge regarding quality improvement and standards of care within practice area.</li> <li>• Capable of demonstrating flexibility with demands of external/internal customers placed on operating functions of the department.</li> <li>• Knowledge of departmental policies and procedures.</li> <li>• Basic computer skills required.</li> <li>• Capable of wearing lead aprons for extended periods of time.</li> <li>• Physical ability to lift and position patients and assist with patient transfers utilizing beds or stretchers.</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,

<b>X</b>	Infants (Birth – 11 months)	<b>X</b>	Adolescent (13 – 19 years)
<b>X</b>	Toddlers (1 – 3 years)	<b>X</b>	Young Adult (20 – 40 years)
<b>X</b>	Preschool (4 – 5 years)	<b>X</b>	Middle Adult (41 – 65 years)

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<b>X</b>	School Age (6 – 12 years)	<b>X</b>	Older Adult (Over 65 years)
<b>JOB FUNCTION</b>			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
<b>PHYSICAL REQUIREMENTS</b>			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
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 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>X</b> <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