

UW HEALTH JOB DESCRIPTION

RN - EMPLOYEE HEALTH SUPERVISOR

Job Code: 802027	FLSA Status: Exempt	Mgt. Approval: K. Potter	Date: March 2022
Department: HR – Employee Health		HR Approval: S. Whitlock	Date: March 2022

JOB SUMMARY

The RN – Employee Health Supervisor is responsible for assisting in leading the daily clinical functions in the Employee Health clinic setting. Principal responsibilities include operations, establishing and maintaining clinical standards of care, management of staff and resources and maintaining compliance with all policies, procedures, and regulations. The role establishes quality improvement efforts to support the delivery of care to employees and knowledge-based decision making as the framework for superior delivery of care. The RN – Employee Health Supervisor facilitates communication, coordination, and collaboration among disciplines regarding the identification, planning, and provision of high quality, cost-effective care. The RN – Employee Health Supervisor is a resource within the institution and to the community in his or her area of expertise. The Supervisor reports to the Manager, Employee Health Services and typically supervises the RN and/or Medical Assistant staff within the clinic.

MAJOR RESPONSIBILITIES

Clinical Practice and Leadership

- Assist the Manager, Employee Health Services in leading the day-to-day operation and coordination of care services.
- Assist the Manager, Employee Health Services in leading the clinic to improve provider and staff satisfaction.
- Analyze clinical practice and identify opportunities to increase quality, safety, effectiveness, and efficiency.
- Identify clinical indicators to measure, evaluate, and improve care.
- Submit reports and complete regulatory documentation as requested.
- Assure compliance with applicable ambulatory service standards.
- Participates in the rotation of after-hours bloodborne pathogen exposure reporting and after-hours fitness for duties and other after-hours coverage as needed.

Nursing Practice Oversight

- Maintain compliance with all clinical policies, procedures and regulations.
- Supervise registered nurses and other healthcare providers who deliver nursing care.
- Responsible for recruitment, retention, performance reviews, and professional development of clinical staff.
- Organize and lead the delivery of nursing care for designated areas.

Personnel Management

- Assist in evaluating the department's workforce in terms of overall staffing and scheduling.
- Recruit staff members who are in congruence with service excellence and quality care in collaboration with Manager, Employee Health Services.
- Assist in developing staffing models.
- Assist with the completion/monitoring of staff competencies.
- Engage in ongoing performance feedback to the effectiveness of staff members into their roles. Foster mutual goal setting.

Resource Management

- Assist in preparing operating budgets, including volume projections and expense and revenues estimates, in collaboration with the Manager, Employee Health Services.
- Analyze and monitor actual budget performance and address variances as requested.
- Stay abreast of new technology in supplies and equipment and evaluate for quality or cost improvements.

Facility Management

- Provide facility management/oversight as defined by clinic operations administration.
- Evaluate clinic room utilization and makes recommendations for improvement.

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

JOB REQUIREMENTS

Education	Minimum	Bachelor of Science in Nursing (BSN)
	Preferred	
Work Experience	Minimum	Two (2) years of occupational health RN experience

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Licenses & Certifications	Minimum	RN licensed in the state where employed
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Excellent interpersonal communication, problem solving, and conflict resolution skills • Possession of analytical decision-making skills necessary to quickly assess and resolve complex logistical, technical, and patient care problems and issues • Ability to train, motivate, and supervise subordinate staff • Ability to address and manage conflict in a direct and professional manner • Ability to build collaborative relationships with providers • High emotional intelligence as evidenced by ability to evaluate/perceive a situation from multiple lenses and understand various perspectives in coming to problem resolution

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,

	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)

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
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docketts, 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
Light: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docketts, 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 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
<input checked="" type="checkbox"/>	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#
	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#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#

List any other physical requirements or bona fide occupational qualifications:	
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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.