

UW HEALTH JOB DESCRIPTION

| Project Manager | | | |
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| Job Code: 300030 | FLSA Status: Exempt | Mgt. Approval: W. Katz | Date: September 2021 |
| Department: Anesthesiology | | HR Approval: N. Lazaro | Date: September 2021 |
| JOB SUMMARY | | | |
| <p>The Project Manager provides support to planning, execution and monitoring of projects, processes and systems in support of the Department of Anesthesiology strategic priorities, and helps to drive departmental initiatives by coordinating resources and ensuring projects are continuously moving forward. This requires a broad knowledge of healthcare operations, project management, and healthcare analytics. The incumbent is expected to work independently and resolve problems with minimal direction. The incumbent applies project management framework and uses an interdisciplinary process to ensure that customer and stakeholder needs are satisfied. This position reviews and analyzes current Department programs, policies, procedures, and workflows and collaborates with leaders, providers and staff to design, implement, and monitor improvement solutions. The Project Manager is familiar with all potential sources of data inputs for financial, operational, workforce and capacity reporting and will utilize all appropriate data sources. This position develops reports to manage and monitor performance measures established to meet department goals.</p> <p>To achieve project and program objectives the incumbent identifies, communicates with, and leverages a variety of resources within the Department, UW Health, UW School of Medicine and Public Health and from external partners. The incumbent must be adept at working successfully with a variety of stakeholders including physicians, frontline staff, directors, managers, and other leaders.</p> <p>The Project Manager will work in a complex, fast-paced environment with a wide range of projects and assignments, the majority of which require an advanced level of professionalism, analytic competency, project management and communication skills.</p> | | | |
| MAJOR RESPONSIBILITIES | | | |
| <ul style="list-style-type: none"> Coordinate strategic and operational projects, under the direction of the Department Administrator and Chair Serve as a leader for assigned projects to ensure project deliverables are completed on time with high quality. Develop project plans including responsible parties, timetables, sequencing Use project management tools and principles to define and manage project scope, document and monitor timeliness and deliverables, as well as identify and develop contingency plans to resolve risks and barriers Assess resources to support initiatives and achieve milestones Develop and deliver status reports, proposals, requirements documentation and presentations in both formal and informal settings to leadership and other key stakeholders Plan and facilitate meetings of varied participants, using standard meeting management tools and techniques (agendas, meeting roles, ground rules, minutes, action items tracking, parking lot, etc.) Establish and maintain effective communications with all stakeholders using communication plans, status reports, various media resources tailored to the audience Motivate and influence Department of Anesthesiology faculty and staff to take positive action and accountability for their assigned work Develop and maintain professional relationships with stakeholders and continuously seek to build new positive relationships Provide education on process improvement project management and change management techniques to Department of Anesthesiology leaders, clinicians, educators, researchers, front line staff and other stakeholders Maintain current knowledge of trends and issues in health care, health legislation and related topics, as well as organizational policies, procedures, governance structures, regulatory requirements and applicable technologies. Model UW Health Performance Standards and service excellence to both internal and external customers | | | |
| <p>ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.</p> | | | |
| JOB REQUIREMENTS | | | |
| Education | Minimum | Bachelor's degree in Health Care Administration, IT, Industrial Engineering, Project Management, Business Administration or other similar area. | |

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| | Preferred | Master's degree in Health Care Administration, IT, Industrial Engineering, Project Management, Business Administration or other similar area. |
| Work Experience | Minimum | <ul style="list-style-type: none"> ▪ 3 years of project management experience managing concurrent large scale cross-divisional projects of moderate to high complexity ▪ Extensive knowledge of both theoretical and practical aspects of project management techniques and tools ▪ Experience leading and managing project-oriented teams and workgroups |
| | Preferred | <ul style="list-style-type: none"> ▪ 3 years of work experience in health care environment ▪ Hospital based operations experience preferred including exposure to electronic medical record ▪ Experience working in an academic department is preferred |
| Licenses & Certifications | Minimum | Project Management Professional (PMP) certification or equivalent or the ability to complete within six (6) months of employment |
| | Preferred | <ul style="list-style-type: none"> ▪ EPIC certifications, CPHIMS, ITIL, Six Sigma Lean |
| Required Skills, Knowledge, and Abilities | | <ul style="list-style-type: none"> • Ability to quickly assimilate, assess and act upon project status changes • Demonstrated experience simultaneously managing multiple complex initiatives crossing organizational boundaries • Ability to think systemically and understand the implications of policies and practices • Effectively use analytical skills to develop and analyze options, recommend solutions to and solve complex problems and issues • Demonstrates critical thinking and problem-solving skills, with the ability to pursue desired outcomes in the face of complexity and ambiguity • Effective oral and written communication and human relation skills required • Ability to develop rapport with people at all levels of the organization • Strong facilitation skills and a commitment to working with teams of managers, physicians, senior leaders and other personnel • Effective presentation skills and ability to generate professional, clear written communications appropriate for the intended audience • Proven customer service skills with ability to work within all levels of the organization and maneuver across different organizational entities and political environments • Knowledge of regulatory requirements, confidentiality standards, and health information management systems • Must be able to work independently, prioritize workload to complete projects with minimal direction • Extensive knowledge of social media platforms and management tools • Extensive knowledge of web technology and web content management systems, graphic design principles and software and familiarity with photography and video technology • Computer proficiency in PC based software applications: MS Word, Excel, PowerPoint, Access • Must be energetic, forward-thinking with a positive and professional image |

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

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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 |
|---|--|-------------------------------------|---|---|
| x | 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 |
| | 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.