

UW HEALTH JOB DESCRIPTION

PROJECT MANAGER, POPULATION HEALTH

Job Code: 300093

FLSA Status: Exempt

Mgt. Approval: R. Lankton

Date: 9.2018

Department: Population Health

HR Approval: nnl

Date: 9.2018

JOB SUMMARY

Under the direction of UW Health Population Health leadership, the Project Manager will lead all phases (initiate, plan, execute, control, close) of enterprise-wide projects in support of Population Health strategic priorities. Strategic projects may relate to health care reform legislation, integration priorities, systems redesign and other shared initiatives that support improved health, improved care experience and/or reduced cost. This position will work closely with executive project leads and will effectively interact with patients, front-line staff, management, physicians and leaders across disciplines and organizations to accomplish project goals. This position may also be responsible for teaching project management skills and tools to a range of learners.

MAJOR RESPONSIBILITIES

Project Management

1. Oversee and maintain portfolio of UW Health initiatives aimed at facilitating improved care processes, improved health of populations and smarter spending
2. Responsible for project administration, applying project management tools and principles to define and manage project scope, document and monitor timelines and deliverables, and resolve risks and barriers
3. Define and develop complex project plans with multiple work streams, identifying targets and deliverables that support organizational goals
4. Efficiently and effectively allocate and delegate resources, as appropriate, to support initiatives and achieve milestones
5. Identify and resolve dependencies and constraints between and across projects by working with project leaders, sponsors and management
6. Manage project scope effectively with project team to ensure appropriate processes are in place.
7. Act as liaison between project team and applicable departments to guarantee project deliverables are completed on time with high quality.
8. Conduct regular project review and determine the frequency and content of status reports from the project team, analyze results, and troubleshoot problem areas.
9. Proactively manage changes in project scope, identify potential project obstacles, and devise contingency plans.

Communication

1. Establish and maintain effective communications with all stakeholders using communication plans, status reports, and various media sources tailored to the audience
2. Develop and deliver status reports, proposals, requirements documentation, and presentations in both formal and informal settings to project workgroup, senior leadership, and other key stakeholders throughout the project life cycle.
3. Educate UW Health about health care reform guideline/policy changes and communicate all changes in standards and policy clarifications.
4. Regularly request feedback from staff, physicians, and peers and integrate into future efforts.

Facilitation

1. Efficiently 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.)
2. Lead large group discussions at various levels and defuse tension among project team, should it arise.
3. Manage and facilitate complex decision-making processes with multiple stakeholders to reach consensus.
4. Motivate and influence project team members to take positive action and accountability for their assigned work.
5. Facilitate effective and sustainable transitions to process owners upon project completion.

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Other responsibilities

1. Oversee and delegate to project assistants, interns, or other department positions as appropriate.
2. Compile documentation for submission to accrediting/regulatory agencies as defined by project.
3. Analyze and, as appropriate, act upon new concepts, trends, and initiatives within the health care industry that support the mission of UW Health.
4. Facilitate UW Health's efforts to meet the requirements of health care reform legislation.
- 5.
6. Other duties as assigned

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

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in Business Administration, Economics, Health Care Administration, Public Health, Industrial Engineering, Computer Sciences or related field
	Preferred	Master's degree in Business Administration, Economics, Health Care Administration, Public Health, Industrial Engineering, Computer Sciences or related field
Work Experience	Minimum	3 years project management experience
	Preferred	Experience in healthcare Experience managing enterprise-wide projects
Licenses & Certifications	Minimum	
	Preferred	<ul style="list-style-type: none"> • Certified Project Management Professional
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Knowledge of both theoretical and practical aspects of project management techniques and tools • Knowledge in healthcare governance, finance, information technology, organizational behavior and performance management • Ability to quickly assimilate, assess, and act upon new concepts, trends, and initiatives • Ability to locate, review, interpret and communicate relevant literature and legislation in context of UW Health environment • Ability to think systemically and understand the implications of policies and practices • Effective analytical ability in order to develop and analyze options, recommend solutions to and solve complex problems and issues • Effective oral and written communication and human relation skills • Ability to communicate and work with diverse constituencies, develop rapport with people at all levels of the organization, clearly communicate goals, objectives and progress • Proficient with organizational and professional interrelationships, conflict resolution, and change concepts • Must be able to work independently and prioritize workload to complete projects with minimal direction • Computer proficiency in PC based software applications: MS Word, Excel, PowerPoint, Access • Must be energetic and forward-thinking • 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,

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

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

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.