UW HEALTH JOB DESCRIPTION

Nurse Specialist

Job Code: 800029  |  FLSA Status: Exempt  |  Mgt. Approval: A. Mork  |  Date: 5-17
Department: Surgical Services  |  HR Approval: R. Temple  |  Date: 5-17

JOB SUMMARY

Under the guidance of the Director, Perioperative Services, the Nurse Specialist collaborates with nursing management and staff to implement a comprehensive education program for intraoperative staff at the University Hospital. The Nurse Specialist is the clinical expert and provides leadership for the advancement of the professional nursing practice in the Inpatient and Outpatient Intraoperative care areas. The Nurse Specialist is responsible for assessment, development, planning, implementation and evaluation of education and designated clinical programs to meet the needs of the various surgical patients. The Nurse Specialist will collaborate with physician and nursing leaders as well as other care providers to ensure well-coordinated, multidisciplinary programs of care. The Nurse Specialist provides an interface between the hospital and ambulatory settings to ensure continuity of care and programmatic efforts that optimize patient outcomes. The Nurse Specialist integrates research-based practices and practice guidelines as established by specialty or other health care agencies into educational and professional development activities.

Programmatic responsibilities include continued development and evaluation of programs of orientation, inservice education, and continuing education as they relate to assigned specialty area. The Nurse Specialist is a key resource in the orientation and continuing education of nursing staff. In collaboration with the Nursing Education Coordinators and the Manager of Surgical Services Education and Informatics, the Nurse Specialist evaluates and assists in the development of clinical orientation programs, competency and continuing education to ensure educational initiatives meet professional practice standards and regulatory agency’s requirements. Actively participates and guides the development of departmental and hospital-wide policy development. Supports staff, management and other leaders in a consultative role and as is flexibility in daily activities to meet the complex and changing needs of the department. The Nurse Specialist is expected to maintain skills and competencies to serve as a resource to others as the clinical expert in intraoperative patient care.

The Nurse Specialist coordinates all aspects of the perioperative student clinicals including on-site supervision (e.g., undergraduate nursing, surgical technology, etc.). Precepting advanced students in additional perioperative experiences is completed as students can be accommodated. The Nurse Specialist is also involved in the development of education for a variety of other healthcare related students who participate in care in the intraoperative care area (e.g., medical students, physician assistant students, etc.). Consultation is provided to the surgical technology program and may serve as an active or alternate member of the programs board at Madison College.

The position requires self-direction and assumes responsibility for the advancement of nursing practice by developing new approaches, methods, and/or techniques to patient care practice issues and assuring that clinical standards are met.

The Nurse Specialist possesses a high degree of skill in performance-based practice evaluation and is responsible for oversight of clinical practice, practice standards and clinical development. The Nurse Specialist provides support to clinical learning through mentorship, clinical rounds and practice evaluation. The Nurse Specialist is active in the management of personnel through interviewing, hiring, and performance evaluation.

The Nurse Specialist applies an extensive knowledge of education principles to the practice setting and ensures the progressive development of clinical judgment. The Nurse Specialist acts as a consultant in evaluating performance and collaborates in the development and execution of performance improvement plans as warranted. The Nurse Specialist, in collaboration with the Nursing Education Coordinator(s), assesses learner needs and clinical practice to develop overall programmatic goals and objectives, and implements strategies to adjust learning experiences based on learner background and needs.

The Nurse Specialist applies innovative teaching strategies and methodologies in order to provide for a cost-effective and well-executed program of clinical education. The Nurse Specialist utilizes a wide variety of methodologies including computer-based instruction. The Nurse Specialist is responsible for both formative and summative program evaluation and demonstrates a high degree of independence in program management.

Outreach and community relations are maintained with other colleges in the state offering nursing and surgical technology programs. Upon request, and as can be accommodated, ad hoc presentation requests are provided for organizations as a representative of UW Health.

Other responsibilities may include, but are not limited to process, performance and service-delivery consultation and contributions to the organization through ad-hoc or permanently established councils, committees, and workgroups. The
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Nurse Specialist will participate in initiatives related to the ANCC’s Magnet Recognition Program and other data driven performance measure which contribute to achieving recognized outcomes.

MAJOR RESPONSIBILITIES

Clinical Program Development
A. Evaluates current nursing practice in relation to expected standards across the continuum of care.
   1) Collaborates with Clinical Department Directors, Nurse Managers, Supervisors, Nursing Education Coordinators, Physicians and other key staff in overall curriculum development and nursing program evaluation. Identifies key benchmarks for use in evaluation.
   2) Initiates and directs planning related to program development including the identification of program objectives, expected outcomes, resource requirements and evaluation strategies.
   3) Contributes to the design and conducts quality improvement activities related to care of patients.
B. Creates and ensures clinical excellence and quality improvement through education of nursing staff.
   1) Ensures a well-coordinated program of orientation for newly hired nursing staff. Develops and implements innovative models of instruction to support clinical learning. Ensures completion of orientation programs and standards. Incorporates relevant principles of growth and development into offerings and integrates appropriate evaluation measures into educational plan.
   2) Collaborates with Nursing Education and Development to ensure all educational offerings are consistent with departmental standards and goals.
   3) Identifies and obtains resources needed for educational programs through consultation with the Nursing Education and Development department (e.g., Registered Nurse Orientation, Annual Review, Preceptor education, Nurse Residency Program, etc.).
   4) Ensures further development of clinical precepting program through classroom experience and clinical rounds with preceptors. Implements innovative models of practice evaluation.
   5) Supports structure which links specialized nursing education programs to overall nursing department needs and programs.
   6) Identifies orientation and continuing education needs through appropriate needs assessment (e.g. learning needs assessment, etc.)
   7) Plans, develops, and evaluates a comprehensive education program to meet orientation and ongoing competency needs of the nursing staff, which supports the UW Health model of professional nursing practice.
C. Provides leadership for programs designed to support entry-into-practice.
   1) Ensures all programs meet the Department of Nursing and regulatory expectations and standards. Adheres to national education practice standards and stays abreast of and incorporates current research into nursing education practice. Programs are established based on adult learning principles, organizational and learning theory consistent with UW Health endorsed philosophy and direction.
   2) Establishes appropriate program curriculum in collaboration with appropriate Clinical Department(s), Schools of Nursing and/or past program participants.
   3) Provides clinical support to participants during program.
   4) Ensures program evaluation.
   5) Develops new programs as required to support entry-into-practice, integrating changing care delivery models and clinical practice patterns.
D. Analyzes nursing continuing education and outreach needs and collaborates in the development of programming to meet assessed needs.
   1) Collaborates as appropriate with Schools of Nursing in program development.
   2) Markets existing and future UW Health perioperative education programs in collaboration with Nursing Consultation Center.
   3) Analyzes clinical outreach needs and recommends strategies to promote clinical placements for nursing students, entry and advanced level practitioners.
E. Provides support for education through mentorship and guidance to nursing staff, graduate and undergraduate students as needed.
   1) Utilizes appropriate educational theories/practices to promote professional and individual growth.
   2) Consults with clinical instructors to establish learning objectives and strategies to maximize students’ learning experiences.
   3) In conjunction with faculty, monitors and assesses students’ performance.
   4) Collaborates with UW – Madison SoN to coordinate intraoperative preceptor education and participation in nursing student clinicals. Coordinates the intraoperative clinical rotation and serves as the on-site clinical instructor.
   5) Serves as an adjunct faculty to the UW-Madison School of Nursing (SoN). May also serve as an instructor for undergraduate nursing students.
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II. Clinical Practice
   A. Ensures the delivery of high quality nursing care to a specialty group of patients and families.
      1) Develops and operationalizes a philosophy of care for patient and family centered care.
      2) Demonstrates in-depth knowledge and skills regarding nursing care; ensures evidence-based and researched-based nursing practice.
      3) Consults with nursing staff concerning patient and family care issues. Evaluates practice and ensures clinical care reflects up-to-date clinical practices and integration of practice standards as appropriate. Works with management to incorporate needed areas for improvement into staff performance plans.
      4) Creates an environment that enhances effective patient care.
      5) Works with perioperative nurses to advance their nursing practice through specialty certification, the UW Health Nursing Clinical Advancement Program and evidence based practice initiatives.
      6) Develops, coordinates and/or presents monthly in-service education.
      7) Develops orientation materials in collaboration with the departmental educators and leadership.
      8) Establishes collaborative relationships for effective interdisciplinary care.
      9) Participates in the development and evaluates the outcomes of educational programs for patients/families.
     10) Ensures clinical staff meets organizational and departmental annual review requirements.
     11) Assists to determine, measure and monitor departmental benchmarks.
     12) Analyzes current clinical practice against appropriate benchmarks, incorporating strategic planning efforts into analysis. Prepares written analysis of evaluation along with strategies to meet future goals and objectives and establishes evaluation measures of success.
     13) Demonstrates independence and initiative in carrying out strategic objectives. Facilitates required changes in the practice environment through role modeling, mentorship, and influence based on clinical expertise.
     14) Demonstrates knowledge and ability to apply techniques necessary for clinical program evaluation, i.e. basic design and statistical analysis.
   B. Possesses knowledge and skills necessary to meet the developmental/age-specific needs of patients. Incorporates expertise in educational programming.
      1) Possesses knowledge of the principles of growth and development.
      2) Demonstrates the ability to assess data reflective of the patient’s status in relation to developmental level.

III. Leadership
   A. Directs resource management/cost containment activities in relation to educational and clinical activities.
      1) Accountable for budget/resource management for respective area of responsibility.
      2) Promotes cost effective behavior of staff through inservice and education.
   B. Participate in implementing management decisions that affect nursing practice in the clinical area.
      1) Plan educational programming for new or changing programs of care.
      2) Identifies and obtain resources needed for programs.
      3) Evaluates clinical practice standards by coordinating the development and revisions to written policies and procedures. Develop new policies relevant to pertinent clinical programs.
      4) Identifies barriers and facilitators that affect staff’s ability to fulfill their job responsibilities and incorporate knowledge of these into program planning and educational experiences.
      5) Accepts committee appointments and actively participate to affect change in patient care and the system.
      6) Actively participates as a member of the multidisciplinary patient care teams providing leadership as indicated.
   C. Consults with the community for program planning and implementation and evaluation in order to meet staff development and patient care needs.
      1) Serves as a member of city, regional and/or national educational advisory groups.
      2) Consults in area of specialty on a local, state, national, or international level.
   D. Advance the nursing profession through development of clinical expertise, participation in research, and dissemination of knowledge and information.
      1) Participates in professional organization activities that influence the practice of nursing.
      2) Contributes to the advancement of nursing practice through publication and/or presentation.
      3) Provides specialized knowledge about perioperative nursing practice to individuals within UW Health as well as the community.

IV. Management of Personnel
   A. Participates in interviews and recommends candidates for selection who have appropriate clinical skills and professional characteristics to match patient care needs.
   B. Communicates on an ongoing basis with employees regarding specific performance expectations.
C. Plans and conducts formal performance reviews in conjunction with the supervisor/manager in a timely fashion in an ongoing and objective manner. Applies expertise in performance-based evaluation and as applicable provide supporting documentation for probationary employees and other reviews as consulted.

D. Demonstrates and applies knowledge of performance standards, departmental clinical and non-clinical performance criteria and work rules.

E. Responsible for providing management with feedback for promotion and termination of employees based on standards of practice, standards of care, nursing and hospital policies and procedures.

F. Interacts with staff in a consistent, fair, timely and appropriate manner in accordance with UW Health hospital and Nursing Department policies.

G. Promotes the growth of staff in areas such as group process, decision-making, and clinical skills by identifying strengths and weaknesses, goal setting, formal and informal learning and coaching.

H. Directs and develop leadership and management skills by mentoring and role modeling.

I. Delegates’ activities/work projects to staff and supervise their accomplishment.

V. Research

A. The nursing profession is advanced through development of expertise, participation in research, and dissemination of knowledge and information.
   1) Provides specialized knowledge about nursing practice to individuals within UW Health as well as the community.
   2) Publishes in professional journals.
   3) Participates in professional organization activities that influence the practice of nursing.

B. Research is initiated, replicated, and the findings applied.
   1) Initiates questions for evaluation, and collaborate in the investigation of a problem.
   2) Develops and test techniques of assessment and patient intervention.
   3) Facilitates research activities of others by sharing information and providing a receptive environment
   4) Evaluates and disseminate research findings to modify nursing care based on new knowledge.

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

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<tr>
<th>JOB REQUIREMENTS</th>
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<td>Education</td>
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<td>Work Experience</td>
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<td>Licenses &amp; Certifications</td>
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<td>Preferred</td>
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<td>Required Skills, Knowledge, and Abilities</td>
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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,

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

JOB FUNCTION
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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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<th>Physical Demand Level</th>
<th>Occasional</th>
<th>Frequent</th>
<th>Constant</th>
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<td><strong>Sedentary:</strong> 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.</td>
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<td>Up to 10#</td>
<td>Negligible</td>
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| X | **Light:** 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 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.