

UW HEALTH JOB DESCRIPTION

Nursing Program Specialist - Quality & Safety

Job Code: 800076	FLSA Status: Exempt	Mgt. Approval: L. Stevens	Date: December 2019
Department: Nursing - Quality & Safety		HR Approval: J. Olson	Date: December 2019

JOB SUMMARY

The Nursing Program Specialist (NPS) for Nursing Quality & Safety is responsible for coordinating enterprise-wide efforts related to planning, training, implementation, and evaluation of various quality and safety programs and initiatives such as reducing hospital acquired infections, assuring continuous compliance with regulatory requirements, collecting and analyzing data, and product evaluation and standardization. The incumbent is responsible for the evaluation of patient and family outcomes and makes recommendations for performance improvement. He/she participates in communications and project planning within UW Health. Activities may include working with shared governance councils, developing workflows and processes to meet program needs, maintaining standards related to evidence based practices and best practices, and providing feedback and guidance for nursing and system leaders. The Nursing Program Specialist – Nursing Quality & Safety will identify, participate in, and lead various process improvement initiatives as well as support ongoing work. Under the direction of the Director, Nursing Quality & Safety, the Nursing Program Specialist - Quality & Safety will be assigned work based on the needs of nursing at UW Health.

MAJOR RESPONSIBILITIES

- Ensure the development, implementation, and evaluation of quality and safety programs using tools from the UW Health Way
- Provide program management and successful implementation and evaluation of programs
- Provide clinical expertise and leadership to the interdisciplinary team members for quality and safety in nursing practice
- Review relevant research, other literature, and best practices related to programs and develop work plans for program design, implementation, evaluation, and maintenance
- Serve on other relevant workgroups and committees and devise communication strategies to keep the organization informed about program areas
- Evaluate program outcomes and role model professional nursing practice behaviors
- Plan and implement educational programming related to the programs and projects

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

JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree in Nursing Master's Degree in Nursing, Healthcare Administration, or related field. Four (4) years of RN leadership experience may be considered in lieu of Master's Degree.
	Preferred	
Work Experience	Minimum	Three (3) years of recent nursing experience
	Preferred	Experience in improving organization wide performance
Licenses & Certifications	Minimum	Licensed as a Registered Nurse in the State of Wisconsin or equivalency
	Preferred	Certification in area of specialty or eligible for certification
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Effective leadership abilities, specifically the ability to lead without direct authority • Ability to quickly assimilate, assess, and act upon new concepts, trends, and initiatives • Proficient with organizational and professional interrelationships, conflict resolution, and change concepts • Ability to think systemically and understand the implications of policies and practices • Ability to use and implement process improvement tools and techniques • Effective oral and written communication and human relation skills required – ability to communicate and work with diverse constituencies, develop rapport with people at all levels of the organization, and clearly communicate goals, objectives, and progress • Effective analytical ability to develop and analyze options, recommend solutions to and solve complex problems and issues • Must be able to work independently and prioritize workload to complete projects with minimal direction • Must be energetic and forward-thinking with a positive and professional image • Proficient Microsoft Office programs such as Word, Excel, PowerPoint, and Outlook • Must have the ability to travel as necessary to support operations • Knowledge of quality and safety in nursing practice

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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 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
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.