**UW HEALTH POSITION DESCRIPTION**

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| **UW Health Physician Informaticist- Anesthesiology** | | | |
| **New Position (Y/N):** | | | No |
| **Department:** | | | System Administration |
| **Division:** | | | N/A |
| **Incumbent (if applicable):** | | |  |
| **Reports to:** | | | Associate CMIO Ambulatory/ Inpatient and Physician Informatics Director Ambulatory Provider Experience |
| **Indirect/Matrixed Report(s):** | | | Department Chair |
| **Administrative Hours (based on 50 hr work week):** | | | 10 |
| **Effective Date:** | | | TBD |
| **End date of incumbent, if applicable:** | | |  |
| **POSITION SUMMARY** | | | |
| 1. To support and provide clinical leadership in the use, implementation and critical evaluation of health information technology at UW Health. 2. To model and promote the use of the Health Link electronic health record (EHR) and other health information technology used to support clinical care. 3. To represent the provider community in decisions involving functionality and the usability of health information technology in order to ensure that the systems support the tripartite mission of clinical care, research, and education. | | | |
| **ROLES AND RESPONSIBILITIES** | | | |
| The expectation of UW Health physician leaders is to provide leadership to their area(s) that results in the consistent and successful delivery of “Remarkable Healthcare” that is high quality, cost efficient, and delivered in a way that is highly satisfying for patients, providers, and staff. Leaders are expected to develop and demonstrate all UW Health Leadership Competencies and lead within their area(s) using the UW Health Way. Each leader has particular areas of emphasis for their role but ensuring the provision of “Remarkable Healthcare” is a shared responsibility.  In support of delivering “Remarkable Healthcare”, leaders promote excellence in both culture and performance management. Physician Informaticist are expected to perform standard work that supports this achievement.  Each physician informaticist will work with administrative partners to establish and maintain a culture that values and embraces the team-based care model. This partnership will create a work environment that is patient-centered, values each team member as uniquely important, is collegial, collaborative, and promotes job satisfaction and retention.  He/she will maintain in-depth knowledge of their area’s performance on key measures as defined by organizational leadership and will identify opportunities for improvement, maintain an active action plan, and use the UW Health Way to drive changes that improve performance in needed areas.  Daily:   * Lead with humility and a focus on service to others (staff, providers, patients, and organization) * Lead by example in knowing, communicating, supporting, and reinforcing the goals we are trying to achieve in aligning with our UW Health Strategic Plan * Maintain a positive and optimistic attitude while maintaining open communication channels with all providers and staff * Ensure that UW Health standard processes and clinical guidelines are communicated, followed, and Service Standards are being met * Address and resolve problems and conflicts that arise in a timely fashion   Monthly:   * Proactively ask providers and staff about any concerns they have * Celebrate success, understand barriers and root causes of failure, champion ongoing improvement efforts; share necessary updates with leadership team members   Annually:   * In compliance with annual CMS Reporting, complete a time study as directed by UW Health physician leadership   Episodic:   * Support all new initiatives, be a partner in implementation within your program or area, and continually improve your local processes while providing feedback to leadership where opportunities exist to make improvements * Be available to coach/mentor subordinates to find timely solutions to their problems * Consistently and actively participate in departmental and other appropriate leadership meetings and retreats as set by UW Health leadership * Other activities and leadership as needed | | | |
| **ANNUAL GOALS AND EXPECTATIONS** | | | |
| **Essential Duties**   1. Professional duties to be shared between informatics and clinical practice. It is expected that a clinical practice be maintained. 2. Serve as the liaison within your department/division between health IT teams and providers, with particular focus on communication of health IT changes and their impact to providers. 3. Participate in, and sometimes share leadership of, work groups that advise on the design and implementation of health information technology.    1. Attend Physician Informatics Training and Communication Committee meeting    2. Attend Physician Informatics Team meeting    3. Attend Ambulatory Health Link Clinical Leaders Group meeting    4. Attend other workgroups as assigned by Physician Informatics Director Ambulatory Provider Experience, Associate CMIOs and/or CMIO 4. Participate in workgroups for assigned projects. Participation includes:    1. Availability to answer questions in a timely manner    2. Service as a representative for all physicians within the organization, not just within specialty    3. Communication with informatics team, executive sponsors and physician stakeholders throughout the project    4. Work to resolve issues, risks, and decisions related to physician practice    5. Sharing updates and progress reports with informatics peers    6. Assistance with establishing goals and scope of a project    7. Provide subject matter expertise    8. Work to obtain necessary resources for implementation 5. Attend new faculty onboarding classes on a rotating basis (2-3 times per year). 6. Assist in development of specialty specific education and training for students, residents and faculty in use of health information technology for clinical care.    1. Share tips/tricks at department/division meetings    2. Assist with creation of specialty specific faculty onboarding materials/tools    3. Assist in onboarding new faculty within specialty department/division    4. Assist with creation of specialty specific documentation/chart review and ordering tools 7. Intervene as needed with physicians challenged using Health Link functionality 8. Assist with monitoring specialty level Provider Efficiency Profile and Signal data 9. Maintain up to date knowledge of new offerings available in Epic and other health IT platforms.    1. Regular review of assigned topics on Epic User Web    2. Participation in the Epic Smart Serve 10. Attend Epic’s Physician Advisory Committee (PAC) and User Group (UGM / XGM) meetings. 11. Provide clinical guidance to the Health Link analyst, education, optimization/support, pharmacy, and ancillary teams. 12. Maintain competency as a fully functional user of Health Link within his/her own clinical practice and provide “by example” peer leadership to UWH providers.     1. Attend Epic Physician Power User courses (online offering)     2. Attend Physician Builder training courses within first year of appointment     3. Attend UW Health Polish Your Skills courses within first year of appointment 13. Provide monthly status report to Physician Informatics Director of Ambulatory Provider Experience or Associate CMIOs on assigned projects. 14. Identify opportunities for using health IT to support clinical/operational priorities/initiatives. 15. Identify opportunities for and participate in scholarship in clinical informatics by working with interested research partners to further the field of clinical informatics at UW Health. | | | |
| **REQUIREMENTS** | | | |
| **Education** | **Minimum** | Board Certification in Primary Specialty | |
| **Preferred** | Training/education in clinical informatics  Epic Physician Builder training | |
| **Work Experience** | **Minimum** | Clinical Practice | |
| **Preferred** | Ideal candidate would have minimum of 3 years clinical practice at faculty level. Experience in implementation/optimization of health IT systems or experience in leading departmental/system level change. | |
| **Licenses & Certifications** | **Minimum** | MD/DO | |
| **Preferred** | Board Certification in Clinical Informatics | |
| **Specialty Required for this role (if applicable):** | | Anesthesiology | |
| **Required Skills, Knowledge, and Abilities** | | 1. Exhibits strong interpersonal, leadership, decision making and team building skills to insure effective and efficient health IT operations. 2. Exhibits excellent organizational and communication skills. 3. Supports collaboration. 4. Promotes and models the strict confidentiality of the EHR. 5. Communicates and collaborates effectively with health care providers, organizational leadership, vendors, and other staff. 6. Demonstrates ability to represent the clinical enterprise outside of one’s own specialty/department. 7. Demonstrates ability to lead change within department/division; well respected by colleagues. | |

**ADDENDUM – UW** **Health Leadership Competencies**

*Leadership competencies* are those characteristics and behaviors that should be reflected in the attitude and actions of all leaders at UW Health. As leaders advance in their careers, the behaviors that demonstrate these competencies should mature and expand. While early leaders may demonstrate these behaviors within their area of responsibility, more seasoned leaders with broader span of control would be expected to demonstrate greater system-level thinking and consider impacts well beyond their areas of responsibility. These competencies reflect three critical expectations of all UW Health leaders: to inspire excellence, to deliver results and to effectivelylead the people who work at UW Health.

1. **LEADING WITH INTEGRITY**

*Leading with integrity* is about keeping promises, predictable behavior, clear communication, honesty, admitting mistakes, putting ego aside, acknowledging weaknesses and transparent motives; integrity creates trust.

**Basic** – generally does what they say they will do, recognizes the importance of honesty and tries to model it in workplace interactions

**Moderate** – communicates clearly with peers and subordinates, is transparent in dealings with others

**Advanced** – does not allow ego to interfere with good decision making, does not speak about people behind their backs, behavior is predictable and not volatile

**Most Advanced** – always shows respect, does not withhold information to gain power, readily admits mistakes and takes responsibility for them, listens more than they talk

1. **MAINTAINING A STRATEGIC ORIENTATION**

*Maintaining a strategic orientation* is about the ability to think long- term and beyond one’s own area. It involves four key dimensions: business awareness, critical thinking, analysis and integration of information, and the ability to develop an action- oriented plan.

**Basic** - knows the objectives for one’s own area.

**Moderate** – has greater understanding of the organization’s strategic context and the ability to align with and contribute to it.

**Advanced** - generates a strategic plan that integrates numerous business issues, functions and resources for effective action.

**Most Advanced** – fully understands and executes on a strategic plan, identifies mid-course corrections and integrates necessary changes throughout the process, very comfortable working with ambiguity

1. **DEMONSTRATING BUSINESS AND FINANCIAL ACUMEN**

*Business and financial acumen* is about the ability to manage organizational resources strategically.

**Basic** – understands the organization’s financial processes and manages to budget

**Moderate** – uses cost-benefit thinking to set priorities; understands financial impacts of actions beyond their area of control

**Advanced** – able to analyze and anticipate short and long term financial tradeoffs, anticipate future financial costs and benefits of current decisions, take calculated risks where appropriate

**Most Advanced** – understands national and global landscape and the impact on financial health of the organization; able to effective lead others to greater financial understanding, very comfortable working with ambiguity.

1. **CHAMPIONING INNOVATION**

*Championing innovation* means creating a culture of curiosity and experimentation to improve both patient outcomes and business results.

**Low** – supports new organizational initiatives within their area of responsibility, considers best practices within the organization

**Moderate** – regularly seeks best practices within and outside the organizations, challenges existing assumptions and practices

**Advanced** – questions conventional approaches to patient care and business, uses imaginative thinking, takes appropriate risks and occasionally fails

**Most advanced** – expects other to challenge existing assumptions and test new ideas, views mistakes and failures as learning opportunities, frequently raises ideas that are outside the status quo and effectively assesses their usefulness for the organization

1. **DRIVING RESULTS**

*Driving results* is about being focused on improvement of business results and ability to execute strategies successfully in a way that changes outcomes for the better.

**Basic** - wants to do things well or better, appropriately manages budget using basic data tools

**Moderate** - meets and beats goals, communicates key milestones and makes goals meaningful for every employee, uses cost-benefit thinking to set priorities, understands financial impacts beyond their area of control

**Advanced** - introduces improvements, allowing higher goals to be set and ensures that plans for improvement are implemented, anticipates and analyzes short and long term financial tradeoffs, regularly meets deadlines

**Most Advanced** - transforms a business for significantly improved results, holds others accountable for operational plans that are clearly defined and actionable, has sophisticated understanding of data and business tools and uses them effectively in decision-making.

1. **LEADING AND DEVELOPING PEOPLE**

*Leading and developing people* is about developing the long-term capabilities of others and the organization as a whole, building high-performing teams where people are both effective leaders and followers

**Low** – identifies general areas for individual development among direct reports, participates in teams.

**Moderate** – provides individual feedback and guidance for development, able to identify differences among team members and tailor interactions appropriately, actively engages with teams to manage and drive performance

**Advanced** - influences development of talent systemically across the enterprise for a broader impact on the organization’s capabilities, empowers and strengthens teams, delegates authority to allow individuals and teams to work effectively without direct management

**Most Advanced** – recognizes future organizational needs, actively seeks appropriate talent internally and externally, makes difficult decisions about people resources when needed, highly effective as a team member and develops high-performing teams that deliver results in complex situations.

1. **COMMUNICATING EFFECTIVELY**

*Communicating effectively* is about the ability to appropriately and effectively share information across a wide range of constituents and groups; not hoarding information; communicating facts not rumors; using the appropriate tools and venues for the most effective results.

**Low** – uses basic tools such as email and meetings to share information with others.

**Moderate** – develops specific strategies for ensuring good communication among team members, appropriately informs supervisor of critical information, avoids gossip and rumor.

**Advanced** – has a clear and concise verbal and written communication style, consistently promotes sharing of information across groups outside their areas of responsibility, communicates important information in ways that are easily understood.

**Most Advanced** – highly effective communicator, seen as open and transparent in the dissemination of information, recognizes the communication styles of diverse audiences and adapts language and style to ensure understanding.