

UW HEALTH JOB DESCRIPTION

MAGNET & NURSING EXCELLENCE COORDINATOR

Job Code: 300142	FLSA Status: Non-exempt	Mgt. Approval: S Brzowski	Date: 09.2020
Department: Magnet & Nursing Excellence		HR Approval: A Phelps Revolinski	Date: 09.2020

JOB SUMMARY

The Magnet & Nursing Excellence Coordinator is responsible for coordination and support of programs managed by the Magnet and Nursing Excellence Department. The Coordinator oversees daily program activities, manages associated projects to ensure quality control and compliance with program policies and guidelines. In addition, the Coordinator manages program communications and serves as an information resource to program participants, their managers, and other program stakeholders, both internal and external. The Nursing Excellence Program Coordinator works collaboratively with the Director, Magnet & Nursing Excellence and the Nursing Program Specialist to support the development, implementation and administration of departmental programs including, but not limited to the Nursing Clinical Advancement Program, Sarah Frances Nolan Center for Professional Development, and Magnet Programs.

The position requires a high level of self-motivation, innovation, organizational skill, flexibility and the ability to function autonomously in varied changing environments to maintain a high level of responsiveness. Skill in accurate analysis, priority setting, negotiation and leadership are required.

1. Manages the heavy daily operational work required to keep all stages of programs moving forward. Ensures program processes are organized and operating according to plans
2. Tracks program data and creates numerous reports that support planning, monitoring of program activities and financials, and quality and improvement initiatives. Analyzes initial findings, highlights trends and recommends actions based on findings.
3. Identifies, develops, implements and evaluates new or revised daily operational workflow processes within the programs.
4. Orients new program participants, and for SFN also managers and others, and acts as a resource for program information and guidance.
5. Manages program communications and materials.
6. Utilizes quality improvement tools to enhance programs. Identify, review and prioritize opportunities to improve program efficiency and effectiveness.
7. Builds relationships with and supports both internal and external customers, ensuring the highest level of support and service for the programs.
8. Organizes system-wide program-related events that support department goals.
9. Ensures consistent application of policies and procedures and compliance with program policies and guidelines.
10. Provides recommendations on the development of program strategies and objectives

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

JOB REQUIREMENTS

Education	Minimum	Associate degree in business administration or related field, or equivalent related experience.
	Preferred	Bachelor's degree in business administration or related field.
Work Experience	Minimum	Two (2) years of experience in an office environment.
	Preferred	Experience in an academic healthcare setting.
Licenses & Certifications	Minimum	
	Preferred	

UW HEALTH JOB DESCRIPTION

Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> • Strong data entry skills. • Ability to track data, create reports and provide basic analysis and interpretation of data. • Ability to adapt successfully to changing work environment, expectations, goals and priorities • High standard of professionalism • Ability to work independently and prioritize workload to complete projects • Ability to complete work with minimal supervision • Excellent organizational skills and ability to coordinate people and projects in a fiscally responsible manner • Strong verbal and written communication skills • Ability to work in a team environment and to collaborate with a variety of professionals • Ability to balance a variety of tasks and assignments in an active office environment prone to disruptions that often require immediate attention • Ability to organize schedules and program elements • Ability to use software programs such as word processing, Outlook, PowerPoint, Excel, Visio, Adobe and Access Database
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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,

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

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
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#

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Other - list any other physical requirements or bona fide occupational qualifications not indicated above:	
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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.