

UW HEALTH JOB DESCRIPTION

Nursing Program Coordinator – System Strategy

Job Code: 320046	FLSA Status: Non-Exempt	Mgt. Approval: S. Brzozowski	Date: September 2022
Department: Nursing—Magnet & Nursing Excellence	HR Approval: K. Fleming	Date: September 2022	

JOB SUMMARY

Under the direction of the Director, Magnet & Nursing Excellence, the Nursing Program Coordinator – System Strategy will facilitate project management duties, communication strategies and administrative duties to support system-level nursing strategic initiatives at UW Health. The Program Coordinator will develop and maintain project, program, and department documentation and communication of timelines, project plans, status reports and accomplishments. The Program Coordinator collaborates with group members to establish priorities, execute strategies, and implement activities.

The individual in this role is expected to incorporate continuous process improvement into daily work using critical thinking and problem-solving skills to address opportunities for improvement while promoting engagement of stakeholders in solution development. The individual in this role must demonstrate strategic thinking to guide alignment with organizational goals.

The Nursing Program Coordinator – System Strategy will work collaboratively as a member of a high performing system-wide nursing team at UW Health. They will report directly to the Director of Magnet and Nursing Excellence and will work closely with others including the Chief Nursing Executive, Chief Nursing Officers, and staff across UW Health. Excellent time management, organizational, and communication skills are essential to this position.

MAJOR RESPONSIBILITIES

- Provide full-cycle program coordination to define and manage program scope, to document and monitor timelines and deliverables, to identify and resolve risks and barriers, and to ensure relevancy and sustainability:
 - Maintain applicable documents, including but not limited to project plans, issues, and action logs
 - Use standard meeting management tools and techniques (agendas, meeting roles, ground rules, minutes, action items tracking, parking lot, etc.)
 - Develop communications and PowerPoint presentations
 - Efficiently plan and facilitate meetings of varied participants including key stakeholders to address program objectives
 - Support the implementation of lean management concepts, implementing tools and processes to support real-time management
- Synthesize and create reports to inform area decision-making around progress, growth and business development opportunities
 - Prepare ad hoc and recurring reports on key strategic indicators
 - Monitor and update information in internal dashboards to ensure teams and stakeholders are well-informed of task assignments, deadlines, and status
 - Assess market and the external environment to determine implications on programming
 - Summarize information and communicate to leaders for awareness and informed decision making
 - Provide recommendations for strategic action and advise potential outcomes
- Advance internal improvement efforts and assist with other projects and programs as assigned

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

JOB REQUIREMENTS

Education	Minimum	Associates Degree in Business, or related field
	Preferred	Bachelor's Degree in Healthcare Administration, Business Administration, Information Technology or related field
Work Experience	Minimum	Three (3) years of experience in administrative and/or project support roles
	Preferred	Experience working in a healthcare setting
Licenses & Certifications	Minimum	
	Preferred	

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Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> • Excellent writing and communication skills • Proficient in Word, Excel, and PowerPoint • Experience preparing executive-level reports and presentations • Analytics and research skills (preferred) • Ability to interact with and work around people • Ability to make decisions in demanding situations • Ability to react to frequent changes in duties and volume of work • Ability to listen empathetically • Ability to logically organize details • Comfortable accepting responsibility for medium to large scale projects involving multiple resources and spanning many months from start to finish • Ability to manage multiple concurrent activities • Strong critical thinking skills, including the ability to identify inefficiencies and waste in processes • Demonstrated innovative approach to problem resolution • Excellent organizational, planning, time management and project management abilities • Ability to planning and problem solve • Ability to develop goals, objectives, and establish priorities • Ability to inspire confidence, appropriate risk taking and achievement of high standards
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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 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#
List any other physical requirements or bona fide occupational qualifications:	•		

Work/Environmental: Moderate noise level consistent with an office environment

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.