

## UW HEALTH JOB DESCRIPTION

### Advanced Practice Provider Team Lead

Job Code: 820023	FLSA Status: Exempt	Mgt. Approval: R. Hoyer	Date: November 2020
Department: Corp Admin APP, 351880000	HR Approval: N. Lazaro	Date: November 2020	

#### JOB SUMMARY

The Advanced Practice Provider (APP) Team Lead is an Advanced Practice Registered Nurse (APRN)/Physician Assistant (PA) with demonstrated leadership skills and clinical excellence as an Advanced Practice Provider. This individual serves as the primary resource for NP/CNMs/PAs in their Department/Division. This individual is responsible for role optimization, orientation of new team members, advocacy, staffing, day-to-day clinical schedules and coordination, and for acting as the liaison to the department/division APP Supervisor. This position reports directly to the Department/Division APP Supervisor and requires significant cross functional leadership in coordinating the activities of Department/Division APRNs and PAs within his/her area of responsibility with clinical department/division physician and administrative leadership.

This position is a secondary administrative appointment. Approximately 10% of the time is devoted to the team lead administrative duties and 90% to maintaining clinical practice within his/her respective Division/Department.

#### MAJOR RESPONSIBILITIES

- Assists the APP Supervisor and team in achieving Department/Division objectives and goals related to clinical practice, clinical quality, financial performance, professional development, and provider well-being.
- Works collaboratively with the Department/Division APP Supervisor to evaluate, implement, and optimize advanced practice models of care in the Department/Division.
- At the direction of the APP Supervisor, participates in human resource functions such as: workforce planning, recruitment, performance management, evaluation, coaching, and professional development activities for team APPs.
- Represents team APPs in addressing significant issues and barriers that affect clinical practice, safety, quality and professionalism.
- Collaborates with Department/Division APP Supervisor in developing and implementing orientations, competency assessment and mentoring for new APNP/PA employees.
- Coordinates service/team as it relates to APP call schedules, workload, holiday coverage, and general staffing.
- Assures accuracy and approval of time and attendance records for the Department/Division APP team.
- Facilitates and fosters communication to APP team members through regular written or verbal techniques.
- Demonstrates Respect for People and teamwork, models vulnerability, promotes continuous improvement, takes accountability for actions and decisions.
- Makes informed decisions and uses UW Health Way tools and methods to understand, lead and continually improve the work.

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

#### JOB REQUIREMENTS

Education	Minimum	<b>If Advanced Practice Registered Nurse:</b> <ul style="list-style-type: none"> <li>• Master's or Doctorate's degree from accredited Nursing Program</li> </ul> <b>If Physician Assistant:</b> <ul style="list-style-type: none"> <li>• Bachelor's or Master's degree from accredited PA Program</li> </ul>
	Preferred	
Work Experience	Minimum	<ul style="list-style-type: none"> <li>• Currently practicing as an APP within the respective UW Health Department/ Division, and</li> <li>• One year of experience as an APP in respective UW Health Department/ Division</li> </ul>
	Preferred	Two years of experience as an APP in respective Department or Division
Licenses & Certifications	Minimum	<b>If Nurse Practitioner:</b> <ul style="list-style-type: none"> <li>• Active RN and APNP license in State of Wisconsin AND</li> <li>• Active board certification in area of specialty</li> </ul> <b>If Nurse Midwife</b> <ul style="list-style-type: none"> <li>• Active RN, nurse midwife and APNP license in State of Wisconsin AND</li> <li>• Active board certification in nurse midwifery</li> </ul>

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		<p><b>If Physician Assistant:</b></p> <ul style="list-style-type: none"> <li>Active PA license in State of Wisconsin AND</li> <li>Active PA board certification</li> </ul> <p><b>All Advanced Practice Registered Nurse and Physician Assistant applicants must have:</b></p> <ul style="list-style-type: none"> <li>Active DEA license or ability to apply for such license prior to or upon hire</li> </ul>
	Preferred	

Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> <li>Extensive knowledge of applicable state and national regulatory guidelines</li> <li>Excellent verbal and written communication skills</li> <li>Ability to actively and effectively engage with physicians, physician leaders, administrators, and departments in a heavily matrixed environment</li> <li>Demonstrate ability to be self-directed and take initiative</li> <li>Ability to guide, direct, mentor, train, and work collaboratively in a team environment</li> </ul>
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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
<b>X</b> <b>Sedentary:</b> 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.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>Light:</b> 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.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
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.