

## UW HEALTH JOB DESCRIPTION

### Advanced Practice Provider Site Lead

|                                       |                     |                         |                  |
|---------------------------------------|---------------------|-------------------------|------------------|
| Job Code:                             | FLSA Status: Exempt | Mgt. Approval: R. Hoyer | Date: April 2021 |
| Department: Corp Admin APP, 351880000 |                     | HR Approval: N. Lazaro  | Date: April 2021 |

### JOB SUMMARY

The Advanced Practice Provider (APP) Site 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 a local dyad partner to the Clinic Manager. The Site Lead is a local champion for activities that enhance bidirectional communication between clinic providers and Primary Care leaders, promotes continuous improvement, and develops and supports new innovations that support UW Health strategic goal achievement. This individual role models and ensures that UW Health Respect For People values are exhibited through clinic culture and interactions.

This position is a secondary administrative appointment. Approximately 5% of the time is devoted to the site lead administrative duties and 95% to maintaining clinical practice within his/her respective Division/Department.

### MAJOR RESPONSIBILITIES

- Positively influences local clinic culture by modeling leadership traits that promote Respect For People, embraces continuous improvement, and helps to focus providers and staff on the key activities that promote achievement of the quadruple aim
- Supports bidirectional communication between Providers and the Primary Care Service Chief
- Reviews UW Health standard communications in a timely fashion and actively works with the Clinic Manager to disseminate and contextualize this information to clinic care teams
- Works with the Primary Care Service Chief and Clinic Manager to ensure local optimization of clinical initiatives, identify opportunities for innovation, and support other clinic activities that promote the delivery of Remarkable Healthcare
- Serves as a local champion for work surrounding the UW Health Primary Care Key Performance Indicators and other strategic goals
- Provides feedback and suggestions to the Manager and Service Chief related to clinic needs and allocation of resources
- Utilizes the real time management tools of the UW Health Way in accordance with the Primary Care Physician Site Lead standard work expectations
- Participates in Primary Care workgroups as needed and requested
- Provides timely updates and context to Primary Care Service Chief or APP Supervisor if individual physician or APP performance issues are identified
- Leads clinic-based portion of new provider onboarding
- Consults with manager as needed regarding local provider time away requests to ensure UW Health Ambulatory Service Standards are met and provider job expectations are achieved
- Participates in clinic physician or APP recruiting processes as requested by the Clinical Vice Chair or APP Supervisor.

**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 |  |

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| Work Experience                           | Minimum   | <ul style="list-style-type: none"> <li>Currently practicing as an APP within the respective UW Health Department/ Division, and clinic</li> <li>One year of experience as an APP in respective UW Health Department/Division and clinic</li> </ul>   |
|   | Preferred | Two years of experience as an APP in respective Department or Division and clinic.   |
| Licenses & Certifications                 | Minimum   | <p><b>If Nurse Practitioner:</b></p> <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> <p><b>If Nurse Midwife</b></p> <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> <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>Excellent verbal and written communication skills</li> <li>Ability to actively and effectively engage team members in a heavily matrixed environment</li> <li>Demonstrated 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>  |

### 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,

|                          |                             |                          |                              |
|--------------------------|-----------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | Infants (Birth – 11 months) | <input type="checkbox"/> | Adolescent (13 – 19 years)   |
| <input type="checkbox"/> | Toddlers (1 – 3 years)      | <input type="checkbox"/> | Young Adult (20 – 40 years)  |
| <input type="checkbox"/> | Preschool (4 – 5 years)     | <input type="checkbox"/> | Middle Adult (41 – 65 years) |
| <input type="checkbox"/> | School Age (6 – 12 years)   | <input type="checkbox"/> | 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<br>Up to 33% of the time | Frequent<br>34%-66% of the time   | Constant<br>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  | <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 |

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|  | sedentary if walking and standing are required only occasionally and other sedentary criteria are met.                         |                  |                 |                       |
|  | <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.