

POSITION DESCRIPTIONS

1. **Vice Dean for Practice and Engagement** – This position is accountable for facilitating practice initiatives and clinical programs of the School of Nursing. This position requires strong collaboration skills and strong relationship building skills. Position requires strong collaboration skills and strong relationship building skills. Position will develop, expand and refine the infrastructure necessary to support faculty in practice initiatives. Strong collaboration with UT Medicine and other practice plans, oversight strategic planning, implementation and evaluation of the clinical programs; leadership in achieving the patient care mission of the School of Nursing and the Health Science Center; and collaboration with clinical agencies throughout the broader health care community in promoting excellence in education, research, patient care, community service and institutional development. The Vice Dean for practice and Engagement is responsible for fulfilling faculty expectations commensurate with rank and tenure.

a) Duties:

- Collaborates with faculty and administrators in developing a strategic plan for clinical activities consistent with the mission of the School of Nursing and the UTHSCSA.
- Provides oversight and strategic growth direction to the UTHSCSA Student Health Center.
- Promotes the visibility of practice initiatives within the School of Nursing, the UTHSCSA and in the environment external to the UTHSCSA.
- Serve as a liaison between and among other clinical units within the University as necessary.
- Promotes within the clinical activities of the School of Nursing an interdisciplinary approach to nursing education, research and health care delivery.
- Facilitate practice opportunities for faculty within a scholarship model.
- Develops, maintains and modifies written agreements/contracts with all agencies for faculty practices and services.
- Monitors and evaluates the cost effectiveness and quality of the clinical activities of the School of Nursing.
- Maintains accountability, where appropriate, for accurate record keeping with emphasis on initiation and utilization of electronic medical records (EMR) specifically integrating with Epic.
- Maintains fiscal responsibilities for all programs to the end that revenues match or exceed operating expenses including covering all salaries, fringe, indirect costs and appropriate margin in order to sustain a targeted level of growth and replenishment of clinical supplies, replacement of equipment.

- Provide appropriate incentives for attaining or exceeding established and agreed upon written benchmarks for the clinical enterprise as agreed upon between Vice Dean for Practice and the Dean.
- Submission of timely administrative reports documenting practice activities provided by the School of Nursing
- Conduct performance reviews, counseling, salary recommendations, and other human resources issues for direct reports
- Serve as an advisor to the Dean on Clinical Enterprise and Practice Issues.
- Teaches within Doctoral Program
- Creates optimal Learning/Research Environments in Clinics for Students/Faculty interactions.
- Other Duties as Assigned

b) Qualifications:

- Minimum Preparation: Doctoral Degree required, Doctoral Degree in Nursing Preferred
- Experienced at Executive Level Administration
- Experienced in System Administration-Oversight of EMR use Analytics to create systems of care which advance patient safety and quality improvement
- Evidence of successful Extramural Funding
- 75% Administration
- 25% Teaching and other Projects

2. **Clinic Director** – Under supervision of the Vice Dean of Practice and Engagement, this position will provide clinic management support to the UT Nursing Clinical Enterprise (UTNCE), which encompasses the Student Health Center, the Employee Health and Wellness Center, community partnerships and campus wellness activities. This position requires an advanced practice RN degree and national certification in family practice. The clinical manager collects, compiles, and analyzes moderately complex data and information for contractual and university reporting; oversees all quality assurance and quality improvement activities; evaluates clinical practice activities; implements evidence based practices in collaboration with MD; oversees development and implementation of policies and procedures relevant to clinical activities in both the EHWC and SHC.

a) Duties:

- Manages, plans and coordinates the day-to-day operations of clinical services as it relates to patients and staff members within a clinic setting. Develops, plans and schedules clinic work flow; implements and monitors approved policies and procedures. Provides administrative oversight and support for the delivery of patient services.
- Interviews, selects and trains employees; plans and directs their work and evaluating performance. This position reports to the Vice Dean of Practice and Engagement, and will supervise the clinical support staff (LVNs, MAs and other administrative support personnel) and the APRN faculty providers.
- Acts as liaison with patients, businesses, academic administration and faculty; and plans for space allocation and prudent resource utilization between the locations. Leads team meetings/huddles.
- Responsible for activity management in meeting patient & revenue targets, gathers & analyzes relevant activity data, manage relationship & requirements at local level, and manages practice controllable costs in line with budgets. May be responsible for traveling between locations, while providing day-to-day oversight to more than one location while maintaining physical resources for efficient, cost effective and safe environment. Performs other duties as assigned.

b) Qualifications:

- Doctorate in nursing and national certification as a nurse practitioner.
- Highly professional demeanor. Provide excellent customer service.
- Must be resourceful and organized.
- Must have excellent written and oral communication skills.
- Must be EPIC trained or able to complete electronic health records (EHR) training (EPIC).

3. **Budget Analyst-Intermediate-** This position reports to the Vice Dean of Practice and Engagement and reports to the Associate Dean of Finance and Administration in the School of Nursing. This individual will be the primary Budget Analyst for UT Nursing and will provide budget and financial support services for the Department of Life Long Learning. This position will also work closely with the Manager of Financial Planning in the School of Nursing Dean's Office to provide budget and financial support services for the School of Nursing. Prepares operating budgets for units or departments based on actual performance, previous budget figures, estimated revenue, expense reports and other factors.

a) **Duties**

- Reviews and approves expenditures of requisitioning departments to ensure conformance to budgetary limitations. Maintains records of expenses, inventories and budget balances. Prepares DSRIP reports. Bills for contract services.
- Utilizes computer to input, retrieve, or display budget information and perform variance analysis. Prepares monthly financial review reports and reviews these reports with the Associate Dean of Finance.
- Analyzes compares and evaluates various courses of action to manage and monitor operating budgets. Under the guidance of the Manager of Financial Planning, make adjustments and decisions to correct and improve financial operations.

b) **Qualifications:**

- Bachelor's degree with three (3) years of professional experience. Knows and applies the fundamental concepts, practices and procedures of particular field of specialization.
- Proficient in the use of MS Excel and MS Word. Knowledgeable in University type purchasing compliance, policy, and procedures. Ability to work in matrix reporting and responsibility financial environment. Use of PeopleSoft and Hyperion or similar type financial systems. Critical Thinking Skills.

4. **Practice Assistant & Wellness Coordinator**-This position reports to the Vice Dean of Practice and Engagement. This position provides administrative support to the UT Nursing Clinical Enterprise (UTNCE), which encompasses the Student Health Center, the Employee Health and Wellness Clinic, community partnerships and campus wellness activities. Health and Wellness Coordinator for UTHSCSA campus and serves on UT System-wide Wellness Committee.

a) Duties:

- Wellness Coordinator for UT Health SA wellness activities. Collaborates with UT System, University staff and outside agencies regarding joint projects, events, community resources and referrals.
- Plans, implements and evaluates communications, marketing material, and promotional activities for wellness; including participation incentives.
- Credentialing specialist for UT Nursing.
- Maintains UT System Wellness Tobacco Fund Program by generating reports and maintaining guidelines to each initiative's budget.
- Reviews and bills UT SA Departments for immunizations/blood work requirements for new hires, faculty and staff who are seen in Employee Health & Wellness Center.
- NSRDP Faculty Practice Plan Coordinator for meetings, minutes and agendas. Organizes and keep quarterly meetings on the calendar.
- Orders medical supplies for community clinics.
- Processes invoices for UT Nursing, travel vouchers, work orders, catering, copies, etc. Assists Vice Dean when needed.