



University of Wisconsin
Hospital and Clinics

**CLINIC MANAGER FOR
OPHTHALMOLOGY AND VISUAL
SCIENCES**



EMPLOYMENT OPPORTUNITY: CLINIC MANAGER FOR OPHTHALMOLOGY AND VISUAL SCIENCES

ABOUT THE ORGANIZATION:

With more than 7,400 employees, University of Wisconsin Hospital and Clinics is one of the largest employers in Dane County and one of the nation's leading hospitals, teaching institutions and referral centers. The organization places a premium on hiring quality individuals for rewarding careers that further their ultimate goal - providing world-class patient care.

As a leading academic medical center—named among 100 Best Companies to Work for in 2010 by Working Mother magazine, listed among America's top hospitals by U.S. News and World Report, and designated as a Magnet® Hospital by the American Nurses Credentialing Center—University of Wisconsin Hospital and Clinics in Madison, Wisconsin, offers challenge, growth and a unique opportunity to use your knowledge and experience to the fullest. We are currently recruiting for a Clinic Manager for Ophthalmology.

POSITION SUMMARY:

On behalf of UW Hospital and Clinics, The QTI Group is conducting an executive search for a Clinic Manager for Ophthalmology and Visual Sciences. Reporting to the Vice President of Ambulatory Operations, the Clinic Manager responsibilities include establishing clinical standards of care; personnel management, preparation and administration of the revenue and expense budget; maintenance of cost and charge monitoring systems; serving as a liaison with external vendors; development of capital equipment requests including equipment evaluation; procurement and evaluation of other equipment and supplies; development of marketing plans; and maintaining knowledge of reimbursement regulations.

The Clinic Manager facilitates communication, coordination and collaboration among disciplines regarding identification, planning and provision of nursing and multidisciplinary care, including working closely with the Ophthalmology Clinic Coordinator. The Clinic Manager works with Clinics, Nursing, Hospital Administration and University Faculty to assure the delivery of quality cost effective care, and to provide education and research. This individual also collaborates with physicians on issues related to the management of patient care and interacts with clinic directors regularly to promote effective care. The Clinic Manager is responsible for the education, staff development, quality improvement and outreach programs of each clinic.

The scope of this position / department includes:

- Four locations for five clinics and one pathology lab
- 60,000 annual clinic visits
- Oversight of 5 budgets
- Management of 63 personnel
- Adult and pediatric services

SPECIFIC JOB DUTIES:

- In collaboration with the Medical Directors, provides day-to-day direction and coordination of patient care services. This includes patient scheduling and insuring the clinic is oriented towards patient care comfort and convenience. It also involves maintaining relationships with other hospital departments including administration, fiscal affairs, purchasing, data processing, clinical services, and faculty.
- Develop and design Quality Improvement Programs for each clinical area.
- Meet regularly with appropriate medical directors/managers and work collaboratively to effect programmatic changes and develop protocols. This includes collaborating with the Ophthalmology Clinic Coordinator to assure consistency in care among sites.
- Interview and select candidates who have appropriate clinical skills and professional characteristics to match clinic/administrative needs.
- Promote the growth of staff in areas such as group process, decision-making, and clinical skills by identifying strengths and weaknesses, goal setting, formal and informal learning and coaching. Assist personnel in developing/achieving annual performance objectives.
- Prepare hospital budgets for the Ophthalmology Clinics -University Station Adult, University Station Pediatric Eye and Adult Strabismus, East and West cost-centers, including volume, projections, expense and revenues estimates.
- Work with the Medical Directors and others to identify cost effective alternatives for staffing, equipment and supplies while maintaining quality of care.
- Stay abreast of new technology in supplies and equipment, and evaluate for quality or cost improvements.
- In compliance with Hospital purchasing procedures, prepare documentation and participate in evaluation and acquisition of capital equipment and supplies.
- Provide leadership and supervision of all staff, through establishing goals and objectives; develop administrative and operational standards by which goals will be met.
- Analyze and monitor actual budget performance and address variances.

KNOWLEDGE, SKILLS AND ABILITIES:

- Bachelor degree in Nursing. Master's degree preferred.
- Demonstrated success in progressive supervisory or managerial positions required.
- Five (5) years relevant health care experience, including clinic and ophthalmology experience.
- Direct experience with budget development/management.
- Excellent communication skills, both written and oral.

JOB LOCATION:

The position is located in Madison, Wisconsin. Madison anchors a thriving economic region of 400,000 which includes the state capital, the University of Wisconsin-Madison, a world-class research university, and growing technology and research companies.

Madison is a rare combination of thriving businesses, progressive government, rich culture and advanced education - all in a setting of rare natural beauty. Surrounded by five lakes, laced with bike trails, and enlivened with numerous parks and green spaces, the area offers countless opportunities to enjoy a prosperous career, operate a successful business, and enjoy your favorite pastimes. Boating and water sports on our lakes; hiking, biking, and skiing on our trails; and camping in our many state parks around the city and the region offers a range of recreational opportunities in a breathtaking natural environment. Combine these factors with clean air, abundant green space, superior educational and healthcare facilities, a low unemployment rate, great communities and a sense of personal security, and you have Madison - a great place to live and work.

For more information about Madison's advantages as a place to live, please visit:

<http://www.thrivehere.org/>

<http://www.visitmadison.com/>

<http://www.greatermadisonchamber.com/>



APPLICATION AND SELECTION PROCESS:

The University of Wisconsin Hospital and Clinics has retained **QTI PROFESSIONAL STAFFING, INC.** to conduct the search for its new Clinic Manager for Ophthalmology and Visual Sciences. QTI Professional Staffing is a specialized recruiting division of The QTI Group, a comprehensive human resources advisory services firm founded in 1957. QTI is headquartered in Madison, Wisconsin and has fourteen branch offices.

Qualified individuals interested in being considered for the position are invited to send a cover letter with salary history and expectations along with a resume to:

QTI Professional Staffing
Attention: Paige Goldner
Managing Director, Executive Search
702 East Washington Avenue
Madison, WI 53703
(608) 232-2650
(608) 663-4830 fax

To apply via email, please attach a resume in MS Word format:
Clinic_manager@qstaff.com

*The University of Wisconsin Hospital and Clinics and The QTI Group are Equal Opportunity Employers.
The University of Wisconsin Hospital and Clinics is an Affirmative Action employer.*