

**University of Wisconsin Oshkosh
Student Health Center
Director Student Health Center**

Summary: Assumes executive leadership responsibility for all functions of the Student Health Center (SHC). The Director is responsible for development of the mission, vision and setting goals and objectives for the Health Center. Budget development and monitoring is an essential function of the job to ensure adequate funding for provision of mandated services. The position is responsible for the development and implementation of quality processes to ensure continued accreditation by the Accreditation Association of Ambulatory Health Care and oversight of appropriate policies and procedures necessary for quality health care operations. Hiring, supervising and evaluating staff is required. The position also ensures the provision of ongoing health promotion activities in the campus community.

Qualifications: MD or DO with Board Certification in Family Practice, Pediatrics or Internal Medicine or RN, MSN or DNP, Nurse Practitioner, certified in pediatric, adult or family health, with valid WI RN license, WI APNP license, and DEA registration is strongly desired. CPR certification is also required. This position also requires a minimum of five years of management experience in a health care organization. A degree in public health, health care, or health systems managed or related health will be considered. A minimum of five years experience as a clinician is preferred.

Supervision: Vice Chancellor of Student Affairs

Duties:

1. Administration

- a. Develops process for ongoing review of the mission and vision of the SHC, ensuring annual planning, goal setting and preparation of annual report.
- b. Develops and monitors the annual budget, ensuring adequate funding for the provision of a full range of primary care services for students.
- c. Develops and monitors insurance billing and collection practices.
- d. Develops and implements SHC clinical and administrative policies, procedures and protocols to facilitate efficient, effective and quality clinical care and operations.
- e. Ensures that the facility, equipment, supplies and pharmaceuticals are adequate to meet the needs of the daily operation of the SHC.
- f. Ensures that services are provided to meet the needs of a diverse student body, utilizing input and feedback from students. Acts as chair of the Student Health Advisory Committee.
- g. Ensures the provision of health outreach programs that address the health care needs of the student body.
- h. Collaborates with UW System to ensure the availability of a comprehensive, affordable student health insurance plan.
- i. Serves as chair for the Quality Committee, Executive Committee, and Front Desk Committee.
- j. Ensures that students are aware of the services of the Student Health Center via Odyssey presentations, brochures and website.

- k. Develop multicultural competency of staff and sure practices of inclusion in practice and programs

2. Clinical Records

- a. Responsible for maintaining a secure, efficient system of health records for individual patients.
- b. Responsible for the ongoing development of a fully electronic health record to include clinical, laboratory and pharmacy records.
- c. Maintains a safe, secure health care environment, through appropriate infection control measures in compliance with Blood Borne Pathogen Standards.
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3. Quality

- a. Ensures that the SHC meets ACHA standards and AAAHC or JCAHO accreditation standards.
- b. Develops and implements a quality improvement program that addresses clinical, administrative, cost-of-care and patient outcomes.
- c. Plans and implements quality improvement activities, to include studies utilizing the quality improvement process evaluating clinical care, administrative processes, patient outcomes and cost of care issues.
- d. Ensures an ongoing process for peer review.
- e. Is responsible for coordinating all clinical risk management activities to include:
 - i. Identification of trends in clinical practice that may result in problems, concerns, or litigation.
 - ii. Implementation of measures to resolve problems or concerns.
 - iii. Re-evaluate problems or concerns to determine if corrective measures have sustained improvement.
- f. Maintains appropriate benchmarking studies.
- g. Ensures that patient satisfaction is evaluated annually.
- h. Ensures that patient rights are established and adhered to.
- i. Ensures lab compliance with CLIA regulations.
- j. Maintains compliance with pharmacy law and regulations.
- k. Ensures that the SHC dispensary is managed in compliance with federal and state pharmacy regulations.
- l. Ensures that clinical and facility emergency drills are conducted in compliance with AAAHC recommendations.

4. Supervision

- a. Hires, supervises and evaluates SHC staff.
- b. Ensures that staff maintains appropriate professional development activities, planning in-service meetings and case reviews.
- c. Maintains an adequate staffing pattern to meet student needs effectively and efficiently.
- d. Ensures that all professional staff maintains proper credentials.

5. Collaboration

- a. Serves on campus committees relative to student health issues.
- b. Provides consultative services regarding health issues to administration, faculty, staff and student groups.

- c. Actively participates in projects and activities which contribute to the mission of the Division of Student Affairs
- d. Collaborates with academic departments to provide clinical experiences for students.
- e. Ensures that SHC staff members actively collaborate with other campus departments in regard to health related issues. Assists departments and students in meeting health requirements.
- f. Monitors the public health of the university community and works collaboratively with the local Public Health Department to control the spread of communicable diseases.
- g. Serves on campus ad hoc committees as needed.
- h. Serves as guest lecturer for topics of professional expertise.

6. Clinical (strongly desired)

- a. Maintains clinical credentials and skills to function as a MD, DO or NP certified in family, pediatric or adult practice.
- b. Maintains professional development activities.
- c. Provides clinical care to students.

7. Other duties as assigned.

Start Date:

October 1, 2009 or as soon as possible.

Salary:

Competitive.

Terms of Appointment:

12 month, full time.

Application Deadline:

September 4, 2009 or until the position is filled.

How to Apply:

Send a Letter of Application; Resume; Contact Information for 5 References; and Transcripts (official or photocopy) to:

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