"Real World" Opportunities
UNIVERSITY OF ROCHESTER

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<table>
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<tr>
<th>Job Title: Administrative Asst, Grade 51</th>
<th>Reference #: 193526</th>
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<tr>
<td>Start Date: Immediate</td>
<td>Schedule: Full Time 40 hours</td>
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**GENERAL PURPOSE:**
Principal support for Chief Nursing Officer, Strong Memorial Hospital communicating to faculty, staff, students, and external contacts.

**DESCRIPTION OF DUTIES:**

- Manage calendar
- Coordinate annual meeting agenda and provide complete staffing for departmental meetings:
  - Nursing Practice Executive Council (NPEC, twice weekly)
  - Professional Nursing Council (PNC, monthly)
  - Nurse Managers (CNO/NM, weekly)
  - Retreats, as needed
  - Coordinate staff forum/unit meetings (as needed)
- Principal support for Nursing Practice Finance Manager.
  - Manage calendar
  - Coordinate meetings as required
  - Maintain departmental files, both miscellaneous and accounting
  - Coordinate distribution of budget/management reports
  - Update Nursing Practice unit listing and administrative office listing
    - Review department proofs for both University phone book and Rochester phone book
    - Maintain online directory for department
  - Supervise student worker
- Assist with the Night Staff Advisory Committee.
  - Staff Night Staff Advisory Group meeting minutes (bi-monthly)
- Assist with National Nurses Week activities.
  - Coordinate weekly NNW planning committee, act on committee requests
- Manage Ivers Room calendar.

Order office equipment.

Qualified candidates are to specify the job reference number, job title and location where posting was detected in the subject line of the cover letter. Please email your credentials (cover letter and résumé) in the preferred format—the file should be MS Word 2003 compatible. Email credentials to: hrmulticultural@hr.rochester.edu - To search for openings at the University of Rochester, visit online at www.rochester.edu/jobopp. Also, you may view our Benefit package at www.rochester.edu/working/benefits.

Posted on 2/9/2016
QUALIFICATIONS:

College degree or equivalent combination of education and training. Minimum of one year relevant administrative experience at senior support level. Excellent attention to detail. Must be able to multi-task and manage multiple priorities.
Job Title: Mgr Horticulture/Grds, Grade 55  Reference #: 193528
Start Date: Immediate  Schedule: 8 AM-5 PM

GENERAL PURPOSE:
Manages all aspects of and maintains responsibility for all grounds and landscape concerns at the University including: River Campus, Strong Memorial Hospital and School of Medicine, Mt. Hope, Mees, Memorial Art Gallery, South Campus and other satellite properties. Serves as the University's coordinator and technical advisor on all issues concerning landscape design, installation, and maintenance as well as land use issues at the University. Provides administrative direction and guidance for operation, purchase and repair of the University's vehicle fleet. Under general direction and with latitude for independent judgement and initiative.

DESCRIPTION OF DUTIES:

- Through subordinates, directs tradespersons, hires or makes the principal recommendations on the hiring of department staff, evaluates performance, recommends personnel actions. Consults and collaborates with the Director on recommendations for staff requirements, training and development.
- Promotes public relations with the University community and serves as Project Manager on internal and external University projects as assigned. Assists the Design Construction division with management and coordination of landscape projects. Reviews construction plans and specifications for all University projects as to landscape design, public safety issues, traffic and pedestrian patterns as well as maintenance concerns to insure planning, aesthetic and operational criteria. Develops specifications, plans and cost estimates. Arranges for contractual service.
- Plans, organizes and directs the maintenance, repair and operations of all grounds and landscape activities. Establishes standards and professional guidelines for grounds and horticulture services. Directly manages the University's fleet vehicle maintenance program.
- Consults with Deans, Directors, Department Heads, public officials and outside governing agencies in matters relating to grounds and landscape management; vehicle procurement, use and maintenance; land use issues and construction projects.
- Serves as technical manager on matters related to inspection, materials selection, estimating labor analysis, work programming, contractor recommendations, etc.
- Oversees and exercises control over numerous University budgets pertaining to grounds, fleet service and assigned building operations.
- Participates in activities of community or professional organizations and represents the University with such groups as the City of Rochester, County of Monroe and consulting engineers and architects on landscape and horticultural issues.
- Serves on various committees, provides liaison and consultation on various issues relating to: landscape design and installations, public safety issues, traffic and pedestrian patterns, site development and other related issues.
- Interfaces with the planning office on issues relating to land use planning, new construction, site work and landscape issues.

**Qualifications:**

Bachelors’ degree in landscape design or related field and 5 years of experience in landscape maintenance management and staff supervision; or an equivalent combination of education and experience.
GENERAL PURPOSE:

To provide data and analytical support to the Senior Information Analyst and the Senior Research Associate. This person will be required to work independently, but under the guidance of the Senior Analyst or Senior Research Associate, on the tasks described below. This position requires the ability to work on multiple research studies, utilizing different research methodologies and strategies in gathering, processing, and analyzing research data, and will be responsible for making recommendations regarding implementation procedures in order to more accurately capture the data.

DESCRIPTION OF DUTIES:

- Code and prepare interviews in preparation for data entry. This task also involves the ability to independently make coding decisions when data are missing, or data are incomplete, etc. and resolve problems with data gathering personal. This task also involves the ability to examine research protocol and interviews for inconsistencies make recommendation for consistency. This person is also responsible for recommending revisions to the procedures in order to more accurately capture the desired data.
- Programming in SPSS and/or SAS, design data entry screens, write the coding manual and protocols for data entry and management for each research study undertaken by the Principal Investigators.
- For each study, perform logic checks and conduct basic statistical analyses of research data using SPSS, such as frequency distributions, means, standard deviations, and reliability analyses. This will involve writing new programs each time this task is done and then evaluating the output for outliers, out of range data, etc. and making a determination how to resolve those problems. In addition, psychometric analyses of each scale will be performed to assess reliability and validity.
- Create variables and analysis file (using SPSS and/or SAS).
- Perform literature searches, organize and provide guidance for variable creation and variable of interest related to research study.

QUALIFICATIONS:

Bachelor’s degree with major course work in social or technical field and some graduate level course work in that field (or library science or information science), and 1-2 years’ experience in the analysis and dissemination of information; or an equivalent combination of education and experience. Knowledge of programming and experience in SPSS or SAS.
GENERAL PURPOSE:

Under general guidance and with significant latitude for independent judgment and initiative, manage correspondence processes and production for the President to maximize the effectiveness of the work flow in regard to incoming and outgoing communications. Provide support for or coordinate as needed special projects in support of institutional priorities. With general guidance and direction, handle scheduling for the President. Work closely with all staff in the Office of the President in a fast-paced, team-oriented, high-visibility environment. The majority of the work is highly sensitive and confidential in nature.

DESCRIPTION OF DUTIES:

Correspondence
With general guidance as to priorities, manage the daily flow of correspondence for the Office of the President.

- Work closely with the General Secretary and Chief of Staff, Deputy to the President, Assistant Chief of Staff, Board of Trustees Office staff, Advancement staff, Government Relations staff, and others to coordinate workflow of presidential correspondence, often with competing priorities and deadlines. Answer or coordinate timely responses to correspondence and other inquiries to the President, including those that are confidential in nature. Coordinate formal University condolences for all deceased faculty, staff, students, and Trustees, including preparation of the President’s condolence letter and coordinating with staff in University Communications, Facilities, and other units as needed to arrange for the University flags to be lowered and for an appropriate notice to appear in @Rochester. This is incredibly important to be done well and with sensitivity to the situation.

- Create letters for signature, using good judgment when the appropriate approach is unclear or procedural modifications are required. Process all correspondence for mailing. Send correspondence electronically on behalf of the President. Properly archive all correspondence in the electronic filing system.

- Handle large mailings from the President such as event invitations. Ensure the accuracy of invitation lists by carefully proofing and researching contact information as needed. Use good judgment to know when to question information and implement solid research skills to verify the accuracy of the information. Create mail merges and process invitations for mailing. Oversee the work of student employees as they assist with the mailing process.

- Work directly with the University President to handle transcriptions of letters, meeting notes, memos, and other information. Maintain confidentiality in handling very sensitive information.

- Continuously update procedural manual and provide correspondence training to others on a regular basis.
Special Projects

Manage special projects as assigned for department initiatives, adjusting to changing or competing priorities while ensuring that deadlines and other project goals are met.

- Provide support for or coordinate as needed ad hoc projects in support of institutional priorities, such as visits by distinguished guests, searches, or other presidential activities. Participate in planning meetings and exercise good judgment in sharing information as needed. Develop appropriate workflow timeline, often under intense deadlines, to ensure project is completed on time and completely accurate.
- Ensure accuracy of presidential documents such as biographies, the President’s board and committee lists, webpages, and other public facing material. Monitor web pages for content and work with Communications to update as needed.

Office Participation

- With general guidance from the Presidential Scheduler, Executive Assistant to the President, and General Secretary and Chief of Staff, schedule and reschedule appointments for the President. Handle requests for the President’s time and use good judgment to make recommendations as to how best to manage competing priorities. Communicate regularly with the President, high-level executive staff and their assistants, University Trustees, government and community leaders, donors, and other constituents.
- Assist regularly with presidential suite coverage, including opening the office, covering during lunch or other absences, and closing the office. This often requires independently handling difficult situations and responding to highly-sensitive phone calls, high-level visitors, and other important, time-sensitive requests.
- Handle other related duties and projects as assigned.

Qualifications:

College graduation or an equivalent combination of experience and training. One year of relevant administrative experience. Preferred bachelor’s degree and three years of progressively responsible experience, preferably in a university setting. Strong technical skills in MS Word, MS PowerPoint, MS Outlook, and MS Excel. Knowledge of MS SharePoint desirable.

**Essential Job Functions/ Specific Responsibilities:**

- Excellent written and verbal communication skills.
- Ability to handle confidential and sensitive information.
- Excellent interpersonal relationship skills and common sense.
- Strong technical skills with standard office software.
- Ability to work with a high degree of independent judgment and initiative, with little supervision.
- Ability to multi-task, manage many details, and work under pressure.
- Ability to adjust to changing or competing priorities while still meeting deadlines.
- Team-oriented, highly motivated, positive approach and the ability to interact and communicate effectively with diverse constituencies, including executive-level professionals and the President on a daily basis.
Job Title: Practice Manager, Grade 51  
Reference #: 193533
Start Date: Immediate  
Schedule: 8:30 AM-5:30 PM

**GENERAL PURPOSE:**

With minimum direction and latitude for initiative and independent judgment, helps to supervise and direct the Pediatric Dentistry operations at the Eastman Institute for Oral Health (EIOH). Under the general guidance of the Pediatric Dentistry Sr. Operations Administrator is responsible for the daily operations of the Pediatric Dentistry Clinic. Works with the Pediatric Dentistry Sr. Operations Administrator to develop, implement and evaluate strategic goals of the Pediatric Dentistry operations. Responsibilities include creating and overseeing the schedules (patient, provider, and staff) and supervising the activities of all staff. Must be able to work independently and manage multiple priorities in a complex, high volume clinic.

**DESCRIPTION OF DUTIES:**

**Operations**
- Supervise support staff.
- Supervise, organizes and directs daily activities in the Pediatric Dentistry clinic.
- Develops efficient and effective processes to support and manage the flow of patient care.
- Addresses the operational, clinical and patient needs and provides resolution for an efficient and streamlined clinic.
- Facilitates patient care issues and works directly with Providers for successful resolution.
- Direct and coordinate provider scheduling in axiUm.
- Assist with the development of clinical operational support and policies.
- Provide back up at the front desk during high volume times and as needed.
- Coordinate and conduct regular staff meetings.
- Assist in determining clinic needs. Work closely with the Administrator to initiate and authorize orders for equipment, supplies and services based on budgetary resources. Reviews and approves all invoices.

**Human Resource Administration**
- Assist Administrator with interviews and hiring staff.
- Maintain attendance records, coordinate training efforts and monitor performance. Works with Administrator to develop performance goals with each staff and complete evaluations.
- Control and monitor support staff patterns and expenditures.
- Responsible for training staff and adhering to policies related to HIPAA regulations and policies.
Administrative

- Work with Administrator to develop policies and procedures for the front-end operations.
- Handle patient complaints and work closely with the Office for Quality Improvement and Compliance to resolve patient problems and disputes in a timely manner.
- Provide administrative assistance to the Administrator.
- Other duties as assigned.

Qualifications:

Bachelor’s degree in appropriate discipline required with 1-2 years in related occupation and at least 1-2 years of administrative experience, or the equivalent combination of education and experience. Requires demonstrated ability to work with minimum supervision, using independent judgment. Ability to listen, convey, or exchange information with other personnel. Demonstrated proficiency with Microsoft Office and ability to perform data analysis using the dental practice management system (axiUm).
**General Purpose:**

With minimum direction and considerable latitude for independent judgment, acts as principal assistant to the Development Programs group, consisting of Sr. Director of Development, and 1-3 Assistant Directors. Provides support for events, major gifts, community affairs, stewardship, and day to day operations. Responsible for administrative details and duties. Highly advanced secretarial skills and proficiency, excellent verbal and written communication skills required. Has contact with alumni senior administrative staff, deans, directors, faculty members, students, vendors and others. Supports the mission of the Advancement office in a variety of capacities. Previous experience in event planning as well as knowledge of the field of development and alumni relations is highly preferable. Must have good judgment, be able to problem solve, embrace the team concept, have excellent customer relations skills and be able to adjust to changing priorities and challenges in a busy environment.

**Description of Duties:**

- Manages calendar for the Sr. Director and coordinates meetings with others internally and externally.
- Assists with planning and executing Development Program events, including assistance in preparing invitations and other materials, generation of mailing lists, coordination of mailings and logistical activities for events. Prepare follow up correspondence.
- Plans and makes administrative arrangements for meets, including arranging meeting facilities and equipment.
- Makes travel arrangements as needed for internal and external staff/faculty/guests and processes expense reimbursements. Prepares itineraries.
- Prepares correspondence and maintains filing and office records.
- Compiles information for a variety of reports from University and alumni gift records as well as from other sources for specific projects including cultivation and solicitation plans.
- Assists in the preparation for donor visits and mailings; assists in the preparation of proposals for presentation of donors.
- Attends University events as necessary.
- Assists with tracking expenses, ledgers or budget as necessary.
- Tracks event information and prepares event reports as necessary.
- Other duties as assigned.
QUALIFICATIONS:

College graduation or equivalent combination of experience and training; three years of secretarial and practical office experience, and at least one year of administrative experience preferred. Must be computer literate and facile with MS Office, especially Excel, PowerPoint, and Publisher. Prior experience in event planning or development is preferred. Some nights and weekends required during events. Access to a car is a must.
Job Title: Analyst/Programmer Lead, Grade 55  Reference #: 193560  
Start Date: Immediate  Schedule: Full Time 40 hours

**General Purpose:**

Provide advanced imaging informatics support UR Medicine Dept. of Imaging Sciences, acquiring knowledge about business applications and employing/enhancing analytical skills through project exposure and working with the users to clarify their needs/requirements. Serves as team lead for Imaging Sciences PACS applications, responsible for workflow implementation, training of peer team members, working closely with Imaging Sciences workflow expert and eRecord application subject matter expert to develop highly effective workflow and PACS solutions. Under minimal direction within department and enterprise guidelines and standards.

**Description of Duties:**

- PACS application administration including security administration, system preferences administration, hanging protocol and series matching rules development and management, dictionary maintenance, Rhapsody interface engine administration
- PACS application administration team lead including development of standard operating procedures as well as training team members for security, machine preferences, exceptions management (reconciliation), patient exam management, hanging protocol and radiologist workflow processes and enterprise workflow processes.
- On Call support of Imaging Sciences PACS applications including eView, Primordial workflow manager, and diagnostic workstation issues. Appropriate triage and escalation to partner IT groups as necessary.
- GE Centricity RIS IC administration and support to assist RIS application leads
- Administrative functions including change control, on call calendar management, time away management, input in to team performance evaluations

**Qualifications:**

Imaging informatics and imaging processing knowledge and experience required.

Prior experience in multiple imaging informatics areas of expertise including PACS (picture archiving and communication system), RIS (radiology information system) or CVIS (cardiovascular information system), Electronic Medical Record integration, advanced imaging processing or CAD (computer aided diagnosis), reporting and teleradiology preferred.

Experience and knowledge with radiology and imaging workflows required. Experience troubleshooting diagnostic workstations and/or advanced imaging analysis workstations preferred.
4-5 years imaging informatics experience preferred. CIIP certification combined with 2-3 years’ experience will be considered.

Bachelor's degree in a related discipline such as Imaging Technology, Nuclear Medicine, Sonography, Computer Science, Mathematics, Business, or equivalent combination of education and related work experience is required.
Job Title: Pharmacist Inpt-Clin II, Grade 52  
Reference #: 193573 
Start Date: Immediate  
Schedule: Full Time 40 hours: WKENDS HOLS

**General Purpose:**

Using clinical judgment and available resources, approves the ordering of medications for patients treated at the medical center. Oversees and directly contributes to compounding, preparation and dispensing of medications for patients of SMH in accordance with all applicable state and federal laws and regulations for Pharmacy practice. Supervises pharmacy technicians.

**Description of Duties:**

The distribution of clinical distributional responsibilities may vary depending upon the assigned responsibilities of the pharmacist. For example, a Level II pharmacist may play a very vital role in the main pharmacy, IVA, or manufacturing area where the opportunity to spend significant of time on clinical responsibilities is not realistic or applicable. However, the level of specialized knowledge and competencies in their primary area of responsibility is expected to be greater than for pharmacists who work in other areas of the department.

**Medication Authorization and Distribution:**

Understands and follows departmental and hospital policy and procedures related to dispensing of medications. Dispenses medications accurately and in a timely manner. Independently resolves problem medication orders appropriately and in a timely manner. Processes/validates medication orders utilizing current information system technology to create and maintain accurate patient profiles. Directs and supervises the work of technicians to ensure appropriate workflow as required. Verbal communication to all hospital staff is conducted in an effective and professional manner. Checks all products requiring a pharmacist approval prior to dispensing. Participates in departmental Q/A processes such as reporting and following up on medication incidents, reconciling MARs, reporting medication adverse events and errors, etc.

**Clinical Responsibilities**

Develops or participates in a clinical practice by interacting with physicians, nurses, other health care professionals, and patients as a member of an interdisciplinary team on patient care units to guide and recommend appropriate medication use. Participates in focused clinical initiatives as defined by the department (e.g. pharmacokinetic consultation, antimicrobial stewardship, etc.). Participates in Medication Use Evaluations when appropriate. Monitors assigned patient populations for clinical progress including renal/hepatic function, culture results, and other...
applicable laboratory tests. Recommends adjustments to therapy as necessary. Documents clinical activities and interventions on a regular basis. Participates in education of other Pharmacy staff and other healthcare professionals.

Identifies need for patient teaching and performs such tasks when necessary.

**Problem Solving**

Thoroughly resolves problems with appropriate and direct communication to all pertinent staff in a clear and concise manner. Proactive in identifying patient care problems and does not pass on problems to the next shift without exhausting reasonable attempts at resolution and communicating progress. Problem solving will often go beyond patient-specific issues, and may require participation on interdisciplinary teams or revising hospital or departmental policy, procedures or treatment guidelines. Performs required duties of “charge pharmacist” when scheduled, including coordination of shift resources, problem solving, staff conflict resolution, and appropriate communication from shift to shift. Contacts supervisor for assistance when solution is beyond his/her expertise or authority.

**Qualifications:**

Bachelor of Science degree in Pharmacy or Pharm D (preferred). New York State Pharmacy License (or eligibility) and interest in hospital practice. The newly-hired Level II pharmacist is someone with either prior (>1 year) of relevant acute care pharmacy experience or has successfully completed a Post Graduate-Year 1 (PGY-) accredited pharmacy practice residency.
**Job Title:** Analyst/Programmer Sr, Grade 54  
**Reference #:** 193588  
**Start Date:** Immediate  
**Schedule:** 8 AM-5 PM

**GENERAL PURPOSE:**

The clinical analyst is a member of a cross-functional team where teamwork, collaboration, challenges and continuous learning are the norm. The primary responsibilities of the position include: recommending, planning, evaluating and translating clinical practice/operations into electronic content and workflows using the eRecord system for Strong Memorial (SMH) Hospital, Highland Hospital (HH) or Ambulatory care. The primary goals of this position include: improving operations, standardizing processes, gaining workflow efficiencies, and improving patient care. Other analyst attributes include: coordinating projects and activities, providing effective communications, and interacting with a diverse team as well as the Hospital and Medical Center management and staff. Must be very knowledgeable of organization’s policies, procedures, and clinical operations. **Position has an end date of 12/31/2017.**

**DESCRIPTION OF DUTIES:**

Ability to work independently and is self-directed in identifying changing demands and priorities.

Serves as primary build analyst for the eRecord system at HH, SMH and/or ambulatory care:

- Completes the functional design and build of the eRecord clinical system after successfully achieving (and maintaining) current Epic certification. Epic certification may require two to five weeks of training requiring travel.
- Performs in-depth analysis and facilitates development of integrated workflows.
- Collaborates with the project team, subject matter experts, training and technical teams to effect system changes that reflect an in-depth understanding of the business and end user requirements while also considering impact to integrated components and standardization.
- Manages all phases of assigned tasks/projects, meets established deadlines, and maintains flexibility while managing multiple priorities.
- Reviews requested enhancements; prioritizes and implements requested changes to the system.
- Collaborates to seek resolution of system issues or conflicts for points of integration while applying a broad knowledge of application, workflow and integration.
- Acts as a participant in the rapid run process for upgrades, coordinating the activities of their application level team including NOVA review, presentation to CA group, build and testing.
- Takes the initiative to identify and resolve complex issues. This includes independently executing creative solutions with minimal guidance.
Utilizes issue tracking tools such as Sherlock and HEAT.

Participates in, and/or maintains standards for:

- System build to include following naming and numbering conventions and security classifications
- Clinical database/spreadsheets for the system build
- Change control—adhering to organizational policies and procedures

Provides guidance and mentoring for clinical customers and others on the team to include precepting emerging eRecord staff.

**QUALIFICATIONS:**

**SOFTWARE/HARDWARE:**

- Displays a solid technical aptitude and has an understanding of computer systems and IT functions
- Skilled in using Microsoft software: Office, SharePoint

**REQUIREMENTS:**

- Requires a minimum of three to four years related experience in health care setting. Prefer clinical experience within HH, SMH or Ambulatory care.
- Possesses knowledge of clinics, physician practices, and/or hospital operations, procedures/functions and the relationships between them.
- Bachelor’s degree or equivalent combination of experience required.
- Strong attention to detail, ability to develop creative solutions to complex problems, and develop critical thinking skills.
- Attend or lead meetings utilizing effective meeting management methodologies
- Strong communication, team work, and follow-up skills.
- Some familiarity with Meaningful Use (ARRA) as well as HIPAA, JCAHO and other regulations that impact clinical practice.
- Works to be an ICare Champion

Demonstrates effective communication and problem solving skills. Works collaboratively with all project team members. Builds relationships and effectively communicates with the project team, key stakeholders, and physician practices.
Job Title: Staff Accountant, Grade 51
Reference #: 193590
Start Date: Immediate
Schedule: 8 AM-5 PM

**General Purpose:**

Under the supervision of the Financial Analyst, and with some latitude for independent judgment and problem-solving within established guidelines, performs professional accounting work at an operating level requiring knowledge and application of general accounting theory, techniques and practices and knowledge of the University accounting systems. Position requires attention to detail and timelines and ability to work independently with a high degree of efficiency. Perform routine and non-routine administrative and accounting duties. Including but not limited to identifying student tuition scholarship-supported funding opportunities through other corporate and agency sponsors; allocation and disbursement of student financial-aid, including stipend support. Act as a conduit between SON and UR Advancement office for the administration and stewardship of the SON endowments and donor relationships. Will work with information that is highly sensitive and confidential in nature. Must possess moderate to advanced knowledge of Excel.

With general direction from the SON Financial Analyst, SON Senior Leadership, SON Budget and Finance Director, SON Associate Deans and Program Directors and University’s Central Financial Aid Office, identify and allocate available financial aid and stipend support to eligible students.

**Description of Duties:**

- Execute the scholarship plan for each eligible SON student in conjunction with the University’s Central Financial Aid Office, the SON Student Affairs Office, Program Directors, and other SON administrative personnel.
- Advise and counsel existing and prospective students with regard to financial aid programs, eligibility requirements, and application procedures via individual interviews, written correspondence, conferences, training sessions, and orientation programs.
- Collection and screening of financial aid applications for completeness. Initiate corrective action when appropriate ensuring compliance with policy and program requirements.
- Responsible for tracking and maintaining necessary information for post award reporting of all scholarship recipients. Including but not limited to surveys related to demographic information and post-graduation employment status.
- Coordinate the preparation and submission of student to donor thank you notes.
- Manage, monitor and recommend disbursement of available endowed funds while ensuring that all disbursements are within the confines of the donor’s wishes as well as UR policy and procedure.
“Real World” Opportunities
UNIVERSITY OF ROCHESTER

Respect and Diversity are embraced at the University
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- Track, monitor and allocate SON gift accounts
- Act collaboratively with the SON Payroll & Personnel Assistant to prepare necessary payroll documents for the disbursement of student stipend support.
- Monitor and update the SON Financial Aid website to ensure that all scholarship information is relevant and current

With limited direction from the SON Financial Analyst and SON Budget and Finance Director reviews daily, weekly and/or monthly financial reports/statements which summarize financial activities for the School.
- Reconcile and troubleshoot weekly tuition reporting for the education mission
- Provides written analyses of tuition related issues on a routine basis
- Makes analyses of ledger accounts in order to confirm completeness and accuracy of data
- Uses judgment as to whether account balances are reasonable
- Examines accounting documents to ascertain that transactions are properly supported in accordance with University policy and procedures
- Initiates corrective action or recommends solutions as appropriate
- Prepares routine reports, exhibits and summaries supporting findings and recommendations.
- Assist in the development/modification of policies, procedure and reporting tools
- Create reports, compiles data and populates template files as requested for various analyses
- Complete agency reporting and surveys as required
- As assigned assumes responsibilities for special projects-financial and/or administrative in nature
- Perform monthly ledger reconciliations and prepare variances reports
- Provide recommendations to assist in the preparation of year end projections for financial aid and tuition
- Reconciliation of Cumulative Salary Reports

Qualifications:

Qualification Requirements:
To perform this job successfully the individual must be detail oriented with excellent organizational, communication (both written and verbal) and follow through skills. The individual will also need to possess accounting skills, interpersonal skills, the ability to organize a work area, multi-task and handle frequent interruptions and should be able to work both independently and in a team setting. Demonstrate efficiency in prioritizing multiple requests, skill in proactively resolving problems and recommending and implementing continuous quality improvements. Ability to analyze and synthesize data, creation and manipulation of spreadsheets is required.

Education and/or Experience:
Possess a minimum of a Bachelor’s Degree in Accounting, Business, Finance or other related area and one year of relevant experience; or equivalent combination of education and experience. Financial aid experience preferred.

Computer Skills and Other Skills:
Proficiency with the Microsoft Software Package including but not limited to Word and Outlook. The individual must also possess moderate to advanced knowledge of Excel, Impromptu, COGNOS and Workday. ISIS and OASIS

Qualified candidates are to specify the job reference number, job title and location where posting was detected in the subject line of the cover letter. Please email your credentials (cover letter and résumé) in the preferred format—the file should be MS Word 2003 compatible. Email credentials to: hrmulticultural@hr.rochester.edu - To search for openings at the University of Rochester, visit online at www.rochester.edu/jobopp. Also, you may view our Benefit package at www.rochester.edu/working/benefits.

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is desired but not required.
**General Purpose:**

With significant latitude for independent judgment, coordinate and facilitate quality improvement, utilization management, and outcomes assessment activities in the Department of Imaging Sciences. As part of the department’s clinical operations leadership team, assist in addressing clinically related problems and opportunities that are systemic or longstanding, or that are service wide. Facilitate intra and interdepartmental resolution of multidisciplinary issues and identify opportunities for improvement as it relates to Quality Assurance.

This position requires collaboration with all clinical faculty, supervisors, and administrators. The QA responsibilities are under the general guidance of the department’s chair. Oversight is provided by the Department Chair and Director of Clinical Operations.

**Description of Duties:**

**Quality Improvement:**
- Coordinate/facilitate all QA processes and activities related to the Quality Assurance Program including Medical, Nursing and clinical operations.
- Facilitate/conduct even investigation and submit formal report utilizing chart review, electronic information systems review/data abstraction as indicated for NYPORTS initiatives and Root Cause Analysis.
- Facilitate Department wide implementation, monitoring and reporting of, Root Cause Analysis Failure Modes Effects Analysis and annual Integrated Department Quality Plan/Matrix.
- Develop, monitor and maintain risk management policy/practice and is primary liaison to SMH Office of Counsel for matters of litigation and investigation of potential litigation.
- Primarily manages, investigates and responds to Patient relations referrals and patient complaints that are initiated in IS department as well as those referred by Patient Relations by utilizing chart review, data abstraction, staff interview, and formalizes response to patient, Central Quality Office and patient relations.
- Identify and analyze Department-wide quality trends and when indicated, recommend corrective action.
- Develop and write Departmental policies regarding standards of care, patient safety, practice guideline and process, documentation for billing and reimbursement, etc.
- Educates on new policies to faculty & leadership. Participates in and/or follows up to ensure leadership has educated staff.
- Recommendation for Human Resource/disciplinary action for staff based on QA events that are attributable to individuals.
Identifies staff performance issues related to QA events and disseminates to respective supervisor; follows up to ensure appropriate action has occurred.

Represents IS for NYS DOH onsite complaint investigation.

Primary designee and facilitator of Peer Review process requirement for ACR accreditation.

Recommends multidisciplinary (attending, resident, RN, Technologist, Clerical) practice changes based on QA event investigations and conclusions.

QA project management—oversees projects that arise from QA events, delegates action items to respective section leaders and has follow up authority to ensure projects are completed in a timely fashion.

Prepares to meet regulatory agency requirements including those from Joint commission and NYS DOH.

Reports monthly QA/Reports analysis to hospital committees and Central Quality Office.

Represents and Reports to Department on QA committees.

Gather and prepare agenda items for the monthly Department QA meeting and facilitate timely submission of minutes.

Gather and prepare agenda items for IR/Angio monthly QA meeting.

Utilization Management:

Collaborate with faculty and clinical managers to identify opportunities for clinical cost reduction.

Maintain and access data to analyze clinical utilization and costs.

Support development of clinical guidelines by providing team leadership, writing guidelines, coordinating implementation and monitoring impact on cost of care.

Serve as Imaging Sciences administrative representative on Hospital/Medical Center teams charges with clinical practice efficiencies and cost reduction.

Qualifications:

Maintains appropriate licensure, registry and competencies in area of clinical expertise. BSN minimum, MS preferred. 5 years relevant experience including at least 2 years at a managerial level; critical care/operating room experience required. QA experience preferred. Computer skills needed: Microsoft Outlook, Word, and PowerPoint. Experience with SMH electronic information including CIS, Flowcast, and Provider Portal & SRM helpful.
**Job Title:** Administrator I, Grade 52  
**Reference #:** 193610  
**Start Date:** Immediate  
**Schedule:** 8 AM-4:30 PM

**General Purpose:**

Serves as an administrator in the Center for Musculoskeletal Research (CMSR). Under general supervision and with latitude for independent judgment, fiscally responsible for managing programmatic grants as well as clinical and basic science research grants submissions. Plans and arranges department symposiums and meetings, ensures regulatory compliance, and prepares progress reports. Serves as main point of contact for faculty, staff and students as well as visiting professors and alumni. Provides backup to Senior CMSR administrator.

**Description of Duties:**

Manages multiple million dollars over multiple years for CMSR’s four core grants including pilot projects and subcontracts. Monitors operating funds and determines appropriate allocation of expenses throughout the program year. Manages CMSR resources, controls expenditures and resolves discrepancies. Manages surplus and deficit balances, performs yearly close outs and prepares report of expenditures (ROEs).

Coordinates all components of the submission process for programmatic grants as well as all clinical and basic science research grants (about 40-50 per year) for the Orthopaedic Department and CMST. Creates biosketches, ensures NIH compliance with percentage of efforts and “Just in Time” (JIT) information. Prepares progress and final reports. Acts as department liaison and prepares correspondence.

Processes all visa applications for all incoming students, post-doctoral associates, visiting scientists, visiting professors etc. Works closely with ISO and Office of Graduate Education for forms processing.

With knowledge and understanding of CMSR’s and each grant’s requirements, directs, designs and coordinates annual symposium, External Advisory Board annual meeting, annual faculty retreat, conferences, workshops, and seminars for the Center. Develops schedules for visiting professors and invited guests. Works with multiple vendors and solves conflicts. Controls costs and prepares and submits expense reports.

Establish and maintain continual contact with past members of training grant. Develops and modifies methods as needed to ensure post-graduation activities of members are in compliance with regulatory requirements. Gathers and provides information to the NIH regarding their abstracts submitted, publications and job movement.

Implementation and management of CMSR website, including design and dissemination of pertinent information on a
timely basis applicable to all CMSR activities and deadlines.

**QUALIFICATIONS:**

Graduation from college or an equivalent combination of experience and training. 3 years of related work experience including at least 1 year in an administrative capacity in an academic office or project management, or the equivalent experience in business. Requires CLASP certification.
Job Title: Billing Mgr I, Grade 51
Reference #: 193613
Start Date: Immediate
Schedule: 8 AM-4:30 PM

**General Purpose:**

Under general direction of the Billing Administrator serves as Assistant Manager in the direct oversight of all professional & hospital fee billing in a multispecialty department. Responsible for the daily operations of the Billing Office, supervises the billing office staff, provides ongoing training and evaluation and recommends appropriate disciplinary action to the Billing Administrator.

**Description of Duties:**

- Manage and monitors the daily billing issues including but not limited to: the timely receiving of encounter forms and deposits slips from multiple locations, denied claims, daily claim edits, ETM and credit balance reports. Manage receivables and assures appropriate follow up on accounts by collection specialists. Implement internal controls to safeguard practice revenue.
- Supervises billing office staff, including training, evaluating, and performing disciplinary actions as necessary. Serves as a focal point for answering questions and solving problems as it pertains to billing and collection processes. Assists in personnel-related matters such as time-reporting, productivity, accuracy, and preparing performance evaluations.
- Provides written reports and analysis to the Administrator to clearly present the results of billing operations and the status of receivables.
- Serves as department liaison to other University departments and groups on matters related to business functions. Through readings, meetings and classes, maintains thorough knowledge of billing office management including governmental and third party payer rules and regulations. Fills in as necessary in absence of billing office employees.

**Qualifications:**

Bachelor’s degree in business field, 2 years of experience in Medical Billing with at least one year in an administrative capacity or an equivalent combination of education and experience.
“Real World” Opportunities
UNIVERSITY OF ROCHESTER
Respect and Diversity are embraced at the University
The University of Rochester is an Equal Opportunity Employer

Job Title: Financial Analyst, Grade 54  
Start Date: Immediate
Reference #: 193614  
Schedule: 8 AM-5 PM

General Purpose:
The Financial Analyst position entails a combination of both accounting and analytical duties.

Description of Duties:
Accounting related duties:
- Bank reconciliations
- Entry of data into ABILA, the accounting system
- Processing of all accounts payable transactions, accounts receivable transactions and weekly check run
- Calculating (in conjunction with the Senior Accountant) overhead, revenue recognition and monthly closing entries

Financial Analyst duties:
- Preparing and issuing monthly financial reports to management
- Preparing reports to Finance Committee of the Board
  - Investments
  - Revenues/Expenses
  - Causal analyses
  - Balance sheet and related analytical schedules
- Developing the annual operating plan
- Developing budgets for projects and proposals
- Developing forecasts of spending and revenues
- Developing (in conjunction with Senior Accountant) cash flow reports and forecasts
- Preparing budget submission, mid-year claim and year-end forecast to OMH (Office of Mental Health).
- Upload of all required documents to CCSI Performance and Contract Management System
- Reconciling IRS Form 990
- Generate numerous schedules for annual independent audit

Skills and experiences include some or all of the following:
- Accounting
- Financial Planning & Analysis
- Non-profit
- Investments reporting
- Payroll

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Posted on 2/9/2016
QUALIFICATIONS:

Bachelor’s degree in Accounting or Business Administration and 4 years of related experience, or an equivalent combination of education and experience. Master’s preferred.
Job Title: Chief Perfusionist, Grade 55
Reference #: 193627
Start Date: Immediate
Schedule: Full Time 40 hours

General Purpose:
Supervises the perfusion support team in the performance of cardiovascular procedures. Oversees the effective setup, operation and maintenance of equipment and participates in the decision making process regarding the utilization of perfusion techniques in clinical and research settings. Coordinates and directs ECMO team.

Description of Duties:

Supervision and Direction
- Supervises the perfusion support team including the performance of their daily duties as set forth by the Chief of Cardiac Surgery.
- Oversees and assists the Perfusionist in such procedures as; open heart surgery, long term support, ECMO, and auto transfusion.
- Develops and sets work schedules that provide for coverage of normal working hours in addition to on call coverage for 24 hours a day, 7 days a week.
- Recommends changes in operational status, new equipment and techniques to the Chief of Cardiac Surgery.
- Hires or makes recommendations for perfusion team; evaluates performance, determines disciplinary action, recommends promotions, salary adjustments and performs other related personnel actions.

Equipment Selection and Maintenance
- Develops and sets up maintenance schedules.
- Assists in the design of and recommends the purchase of Extracorporeal equipment used in procedures such as heart-lung bypass and equipment used in auto transfusion.
- Instructs staff in the use of the above equipment and troubleshoots to resolve problems.
- Counsels staff on technical problems and assists with special procedures and techniques.

Care and Management during Surgery
- Operates heart-lung machine and keeps surgeon informed of patient status.
- Attempts to maintain normal physiologic parameters according to current perfusion standards during bypass period.
- Interprets lab data and takes appropriate action to current abnormal values.
- Works in conjunction with the surgeon and anesthesiologist to provide optimal patient care.
- Recognizes, evaluates and corrects all emergency perfusion situations that may arise during bypass period.
- Assists other perfusionist by supporting blood gas samples, performing appropriate clotting studies and administering cardioplegic solutions.
• Prepares pharmacologic agents during the bypass period. Assists the surgeon with operative procedures as directed.

ECMO Administration and Support
• Provides administrative support for ECMO specialist team including; payroll approval, organization and construction of call schedule, and recruitment of new team members.
• Acts as liaison to ECMO Medical Directors.
• Responsible for evaluation and purchase requests for ECMO related equipment.
• Oversees ECMO educational program.

Liaison
• Promotes positive relationships between perfusionists and members of the surgical team in an effort to provide quality support.
• Acts as a liaison for the perfusion function with allied departments in the medical center, both clinical and research.
• Works with the area hospitals in sharing information about new equipment and techniques.
• Receives guidance and direction in medical related areas from attending surgeons, anesthesiologists, cardiologists and the Chief of Cardiac Surgery, and administrative guidance from the Vice Chair of Administration and Finance.

Miscellaneous
• Assumes on call duties
• Performs veno-venous bypass for liver transplantation according to standards
• Performs extra-corporeal membrane oxygenation (ECMO) and assists in the training of ECMO specialists
• Operates ventricular assist devices.
• Performs internal and external ECMO transport.

Qualifications:

Bachelor’s degree in Extracorporeal Technology, Science or Engineering; C.C.P. plus 3-5 years’ experience as a perfusionist; or an equivalent combination of education and experience.
**Job Title: Analyst/Programmer Sr, Grade 54**  
**Reference #: 193631**  
**Start Date: Immediate**  
**Schedule: Full Time 40 hours**

**GENERAL PURPOSE:**

Analyzes problems, provides complex program specifications, develops or modifies programs, assists in the scheduling of programming projects, and supervises the technical activities of assigned personnel. This position primarily supports institutional contracts with the New York State AIDS Institute (specifically the Clinical Education Initiative, the Linkage, Retention and Treatment Adherence (LRTA) Program, and the HIV Testing data management program), but over time will likely expand to support a broader set of activities.

**DESCRIPTION OF DUTIES:**

- Develop, implement, test and manage web-based systems for delivery of educational content (text, documents, video, images) and management of CME/CNE credit for clinician-learners (the Learning Management System), and related functions.
- Develop, implement, test and manage web-based systems for collection and management of data related to treatment adherence and HIV testing, and related functions.
- Develop back-end tools and systems for reporting and system management, to support ongoing evaluation of the Learning Management System and other systems.
- Design and deliver training to clinicians to support their use of the learning management system.
- Provide technical support to clinician-users of the on-line learning systems.
- Supervise other programmer/analysts and part-time student employees in support of systems.
- Maintain expertise in changing technology through self-study, and attending job-related seminars, courses, or conferences in order to enhance personal development and achieve the aims of assigned projects and programs.
- Assist in dissemination of related findings through the preparation of manuscripts for publication.

**QUALIFICATIONS:**

A Bachelor's degree in related discipline, such as Computer Science, Business, Mathematics, Statistics, Science or Engineering, and 3-4 years of related experience, is required, or an equivalent combination of education and experience. One to two years of supervisory experience and a Master's degree are preferred qualifications. Demonstrated expertise in programming languages commonly used for web development is required. Fluency with one or more foreign languages (i.e., in addition to English) is a plus.

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**Job Title:** Technical Assoc II, Grade 52  
**Reference #:** 193634  
**Start Date:** Immediate  
**Schedule:** 8:30 AM-5:30 PM

**GENERAL PURPOSE:**

Provides direct research and teaching support at the professional level by taking charge of a segment of a larger project involving research of moderate complexity; or by working as an independent researcher in specialized, non-routine projects. Under general direction and exercising independent technical judgment, is in charge of a segment of complex research in a larger project, or works independently in specialized research assignments. Responsibilities include most or all of the following, as well as other related duties.

**DESCRIPTION OF DUTIES:**

Following approved protocols for the conduct of research, develops and installs laboratory operating procedures. Develops and modifies test methods, selects procedures for data collection and handling, and develops computer programs for conversions and statistical treatment of data.

Trains laboratory staff. Teaches laboratory techniques and instrumentation procedures to students; counsels them on technical problems; advises and assists them with special research projects. Insures that health and safety practices are maintained in accordance with University policy and the law.

Analyzes and evaluates experimental data and interprets results within the scope of study; assesses the importance of findings in relation to the general research program. Prepares written reports on assigned area of research. May assist in writing of the principal project report and in the writing of articles for publication.

Independently operates complex scientific equipment.

Designs or collaborates in designing research equipment. Evaluates the performance of research equipment, making or recommending correctional design changes or developing new approaches for its use.

Maintains contact with outside research laboratories vendors and technical representatives concerning assigned area of research. Orients visitors to the laboratory.

May assist the faculty researchers in the preparation of research proposals.

Coordinates service support: repair of equipment, requisitioning of supplies and research materials and minor construction. May recommend expenditures for laboratory equipment and construction and authorize expenditures.

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**Posted on 2/9/2016**
for expendable supplies.

Keeps abreast of trends in field of interest by studying current research literature, abstracting scientific articles of value in the prosecution of research problems and by attending meetings, institutes and seminars.

**Qualifications:**

Bachelor's degree with major course work in the field of assignment, and 2 years related experience in field of assignment. A year or more of post-bachelorate academic work in field of assignment or a related field is desirable; or an equivalent combination of experience, training and education.
Job Title: Sr Technical Assoc, Grade 54
Reference #: 193635
Start Date: Immediate
Schedule: Full Time 40 hours

**GENERAL PURPOSE:**

With considerable latitude for independent judgment and initiative, the Associate Director of Computing Services is responsible for managing Computing Services at the Eastman School of Music. The Associate Director leads the strategic planning, design and implementation of Information Technology initiatives within the school, enabling IT to support music teaching, learning, performance, research and operations. Supports the use of IT in offices, faculty studios, Sibley Library, classrooms, multimedia labs, and performance venues.

The Associate Director models University IT and T&MP standards and values within the Eastman Computing team, with day to day management of three full-time employees (two Computer Systems Engineers, one print specialist), and student workers.

The Associate Director provides second level customer support, and may provide first level customer support during busy or understaffed times, for faculty, staff and students.

**DESCRIPTION OF DUTIES:**

**Strategic Planning**
- Develops and directs the implementation of IT goals, objectives, policies and priorities for the Eastman School of Music. Employs technical and administrative expertise to evaluate and recommend changes, improvements and solutions.
- Assists with the formulation and administration of capital and operating IT budgets.
- Represents the Eastman School of Music, serving on University IT working groups and committees to ensure best practices and collaborative opportunities are met.
- Represents the Eastman School as information security liaison officer, responsible for working with University IT on risk management, business continuity, and disaster recovery.
- Keeps abreast of technology trends in order to promote appropriate academic and administrative IT strategies.
- Understands and supports the digital multimedia opportunities and challenges for audio and video recording, streaming and Internet2.

**Project Management**
- Researches, initiates, manages, and prioritizes projects to streamline IT operations, improve customer service, and develop institutional initiatives. Uses project management process tools to ensure deadlines and objectives are met.
**Operational Leadership**
- Provides day to day supervision of Computing staff. Organizes, prioritizes, directs and supervises activities for assigned areas of IT responsibility.
- Serves as a role model and manages other Computing staff members by reinforcing skills and behaviors in order to provide exceptional and enthusiastic customer service. Demonstrates a level of pride and commitment for the outcome of their efforts.
- Performs annual performance reviews, and participates in staff conflict resolution.
- Seeks and participates in professional development opportunities.

**Community Support**
- Acts as the principal representative of Computing Services for the Eastman community, and works closely with all academic and administrative levels and areas.
- Provides customer technical support, responds to helpdesk phone and email inquiries, configures and installs computers, peripherals and software, troubleshoots hardware and software issues, and assists with training.
- Develops, organizes, supervises and assesses systems, procedures, software applications and training programs, for Eastman faculty, staff, and students.
- Maintains responsibility for the 24/7 operation of the IT systems and services. Assists in the diagnosis and remediation of technology incidents and support for enterprise and desktop software and hardware-related problems.
- Manages the Print and Copy Center, supporting self-serve printing, copying, and duplication there and in other locations.
- Performs all other related duties as assigned.

**Qualifications:**

Bachelor’s degree in an Information Technology related discipline. 3-4 years’ experience consulting with academic and administrative clients in a networked computer environment. 1 year experience of project, budget, and personnel management. Exceptional customer service, communication, teamwork and multi-tasking skills. Work equally effectively as part of a team, with clients, and independently. Detail oriented, effective decision maker, energetic positive personality, possessing a passion for the institutional mission. Extensive knowledge of Windows, Macintosh, & Linux operating systems and applications. Demonstrable experience of TCP/IP enterprise network management. Experience with database management systems, preferably FileMaker and MySQL. Experience in training users on a one-to-one or class setting.
GENERAL PURPOSE:

Provides comprehensive care with an emphasis on health promotion and education in Primary Care setting. This includes identification, management, and/or referral of health problems in collaboration with various health care specialists. All assessments and medical planning of care are accomplished under the direction of the patient’s attending physician. Under general direction and with latitude for independent judgment.

DESCRIPTION OF DUTIES:

Provides direct patient care to patients from neonate through geriatrics, including obstetric prenatal care and gynecologic care, according to community standards for clinical practice, primary care protocols, procedures and guidelines, and professional Nurse Practitioner standards for advanced clinical practice.

Examines patients and prescribes treatment when indicated for individuals and families requiring acute and chronic health care, preventive and restorative care, and evaluation and care of physical, mental, and developmental function and capabilities.

Collaborates with a variety of healthcare professionals being recognized as first-line resources to the attending physician regarding changes in a patient’s condition.

Assists physician in meeting the comprehensive primary care needs of patients, including but not limited to screenings, history, and physical exam and procedure preparation.

Identifies appropriate referrals to specialists and/or community-based agencies.

Meets with appointed physician or designee as needed for direction and feedback regarding patient care.

Prescribes medications in accordance with established education and protocols.

Counsels and educates patients, their families, and their caregivers on either self or direct care intended to maintain or restore physical or emotional health or function.

Collaborates with physician and management to develop, implement and evaluate patient care standards and
programs, clinical standards and policies.

Develops practice protocol with physician and plans program enhancements based upon current research.

Evaluates the quality of care provided by self and others.

**QUALIFICATIONS:**

Completion of an AMA approved Physician Assistant program. Prefer 3 years’ experience as a Physician Assistant in family practice or other primary care setting, including prenatal obstetric and gynecologic care to adolescents and adults. Advanced Cardiac Life Support Certification also preferred.