



**Rural Wisconsin Health Cooperative
Position Description**

TITLE: Rural Training Track Development & Support Manager

REPORTS TO: Executive Director

REVISION DATE: January 17th, 2012

POSITION SUMMARY

The **Rural Training Track Development & Support Manager** (RTTDSM) is responsible, with the RWHC Executive Director (ED), to fulfill RWHC's role in the development of the Wisconsin Rural Training Track Collaborative (WRTTC) under a cooperative agreement with the Wisconsin Rural Physician Residency Assistance Program (WRPRAP).

The RTTDSM is directly accountable to the ED who retains final authority and responsibility for all RWHC operations. The RTTDSM will interact directly with the Steering Committee and participating RTT sites of the WRTTC.

ESSENTIAL FUNCTIONS

These responsibilities are intended to be performed in collaboration with WRTTC participants.

Work with the RWHC Executive Director to develop and implement a detailed work plan based on WRTTC and WRPRAP funded expert input for the one- to two-year set-up process for the first generation of new RTTs. At a minimum, the work plan will accomplish the following:

- 1) Provide institutional administrative functions and assistance to WRTTC.
- 2) Clarify partnership roles and a funding agreement that would serve all parties.
- 3) Determine how much funding from CMS may be possible.
- 4) Clarify feasible logistics (e.g., travel time for residents between RTT and continuity clinics (*applies to R-1 residents who have commitments to patients at home site as well as rural rotation site*)).

- 5) Determine the ACGME rules for RTTs.
- 6) Outline the path for ACGME and GMEC approvals for each new RTT and their Program Directors.
- 7) Determine available community preceptors for resident rotations.
- 8) Initiate the WRTTC Education Committee and develop with the Committee these shared resources, specifics to be developed:
 - a. Duty hours monitoring
 - b. Local program policies
 - c. Evaluation Forms
 - d. Resident Recruitment
 - e. Didactic Seminars
 - f. Faculty development sessions
 - g. Other activities as determined by the Committee
- 9) Replicate necessary local program infrastructure.
- 10) Train local preceptors.
- 11) Recruit initial cohort of residents.
- 12) Facilitate WRTTC working with sites not yet ready to form a RTT but who are willing to take an interim step of becoming a clinical training site for third- and fourth-year medical students.
- 13) As determined necessary by WRTTC, perform other functions necessary to successfully expand the number of RTTs in rural Wisconsin.
- 14) When appropriate, facilitate WRTTC exploration of whether this model could be used to help with other specialty critical residency needs such as in general surgery.

TYPICAL MENTAL DEMANDS

The position requires an individual who is:

- 1) Entrepreneurial, has a deep commitment to rural health and demonstrated collaborative and team-building skills.
- 2) Able to analyze many variables and recommend the most effective course of action for each organization at any given point; able to determine possible business, fiscal and legal ramifications of recommendations.
- 3) Effective and professional communicator, in both verbal and written feedback.
- 4) Innovative and adaptable to change.

- 5) Willing to work both as a team member and as a team leader.
- 6) Mentally adaptable and flexible in dealing with a variety of people and situations. Must relate and interact with people at all levels in different organizations.
- 7) Able to coordinate multiple projects and deadlines and balance meeting the varying needs of multiple hospitals/clinics and other organizations.

TYPICAL PHYSICAL DEMANDS

The position requires:

- 1) Corrected vision and hearing to functional range.
- 2) Working under stressful conditions or working irregular hours.
- 3) Ability to sit or stand for periods of time.
- 4) Manual finger dexterity and eye-hand coordination.
- 5) The ability to independently operate an automobile and possess or be eligible for a valid Wisconsin Drivers License.
- 6) The ability to function in an office setting with background noise and distractions.

EQUIPMENT TO BE USED

The position requires an individual who is:

- 1) Able to use standard computer and other office machines such as fax, calculator, telephone, etc, including Microsoft Office Suite.

POSITION REQUIREMENTS

The position requires an individual with the following attributes:

Education:

- 1) Master's degree in healthcare administration, business management or related field or equivalent experience.

Preferred Experience:

- 1) Current or former Designated Institutional Official or Education Coordinator for a Family Practice Residency Program (strongly preferred).
- 2) Ten years of progressive entrepreneurial experience.

- 3) Design and development of new programs or services.
- 4) Program development and administration in rural hospitals or other healthcare networks.
- 5) Working within strategic alliances and /or collaborative ventures.

Skills:

- 1) Communication - Assertive, clear and concise, style appropriate to the requirements of this position.
- 2) Entrepreneurship - Ability to recognize future opportunities and build creatively and practically to take advantage of them; able to think and successfully work “outside of the box.”
- 3) Negotiation Skills - Ability to explore differences creatively, locate common ground, find solutions. Unintimidated by opposition or forceful personalities.
- 4) Risk - Seeks calculated risks, willing to make mistakes; comfortable with ambiguity.
- 5) Resourcefulness - Adaptable to changing situations; good decision and flexible problem solving skills.
- 6) Confidence - Poised, assured affect, comfortable working across social or economic classes (e.g., physicians, insurance or healthcare executives.
- 7) Intelligence - Perceptive, academically accomplished; displays common sense and critical thinking skills.
- 8) Technical Skills - Has solid business, strategic planning and financial management skills.
- 9) Technology Skills (In-house) - Ability to fully utilize productive capacity of computer applications including but not limited to word processing and spread sheet applications.
- 10) Technology Skills (Internet) - Proficient with Internet and web modalities, including but not limited to accessing or posting information.

WORKING CONDITIONS

Routinely called upon to work extra time or odd schedules. Works in a typical office setting as well as at Member facilities and other regional and state meetings.

APPROVED BY

Tim Sizemore

RWHC Executive Director

1/17/12

Date

