

**Director of the Advanced Practice Provider Center
UNC Medical Center
Role Description
November 8, 2012**

Overview: The Advanced Practice Provider (APP) Center has been established to provide oversight, coordination and improved integration of APPs across inpatient and ambulatory settings at the UNC Medical Center in Chapel Hill and the surrounding community. The Director of the Center is responsible for credentialing, competency, education, compliance, and consistency of and expectations of patient services delivered by APPs within both UNC Hospitals and UNC School of Medicine at the UNC Medical Center entity of the UNC Health Care System. A contract will be put in place to compensate for 50% effort to perform the roles and responsibilities detailed below. A majority of the remaining effort must be dedicated to direct patient care as an active Advanced Practice Provider.

Reports to: Vice President, UNC Physicians and Associates, Practice Quality and Innovation

Education and Experience:

1. An APP (Nurse Practitioner, Physician Assistant, Clinical Nurse Midwife, or Clinical Pharmacist Practitioner)
2. Active UNC Hospitals credentials, currently delivering direct patient care and plans to continue in this capacity during tenure as Director
3. Experience and proven effectiveness as a practicing clinician at UNC Medical Center
4. Preferred experience in supervisory capacity

Responsibilities:

1. Strategic Planning
 - a. Support with Pro-Forma creation
 - b. Consultation around optimal use of APP resources within SOM Departments & Medical Center
 - c. Coordination with requests for program development support from Enterprise Fund & UNC Hospitals
 - d. APP Steering Committee with P&A, SOM Dept, UNCH representation
2. Human Resources Coordination
 - a. Coordination with SOM, HCS HR offices around position classifications
 - b. Coordination and consultation around compensation, incentive programs
3. Credentialing
 - a. Facilitate process with UNCH Credentialing Office and Committee
 - b. Support in creating Scope of Practice, Collaborative Practice agreements, including library of existing agreements and sample templates
4. Quality Assessment and Improvement
 - a. Establish productivity standards and expectations
 - b. Master data base of QI meeting schedules between APP and Supervising Physician and documentation
 - c. Coordination of Annual Reviews
 - d. Consultation around effective QI projects
 - e. Coordination of APP Peer Review, APPE/OPPE with Credentialing Office
5. Training Coordination & Documentation
 - a. Time Trex completion, both APPs and Supervising Physicians
 - b. Professional Billing Regulations
 - c. Medical Record documentation

6. Compliance
 - a. Coordinate coding QA and audits with P&A Compliance Office
7. Professional Development
 - a. Orientation program for APPs and new Supervising Physicians
 - b. Mentoring program
8. Establish and Chair an APP Advisory Council
9. Rounding in the clinical environment (i.e. ambulatory clinics, wards, etc.)
10. Contributing member to applicable Medical Center committees

Key Partners: This position requires excellent communication, coordination, and collaboration with leaders of UNC Hospitals, UNC SOM clinical departments, UNC P&A, and UNC HCS Office of Revenue Cycle Management.

Timeline: Must be able to start no later than week of January 14, 2013.

Applications: interested applicants should send the following electronically to Bernadette Monk (bmonk@unch.unc.edu) **by 5 p.m. Monday, Dec. 3, 2012:**

1. Current CV
2. Letter from Supervisor supporting application and willingness to dedicate 50% effort to the responsibilities described above.
3. One-page narrative describing your relevant training, experience, and competencies; what you see as the major challenges and opportunities for APPs; your plans and priorities if you were selected for this position

For more information, you may contact Robb Malone, PharmD, Vice President, UNC Physicians and Associates, Practice Quality and Innovation at rmalone@unch.unc.edu.