



Position/Job Title: Educator and Clinical Projects Nurse
Reports to: Clinical Analytics Manager
Posting Date: 08/16/2022
Job Code: 310
Pay Class/Status: Professional-Licensed – Exempt

Summary:

Reporting to the Clinical Analytics Manager, the Educator and Clinical Projects Nurse is responsible for developing, implementing, and delivering education and training sessions for IHP members and external audiences. The Educator and Clinical Projects Nurse also serves as clinical lead for assigned initiatives that require clinical expertise, including those managed by other IHP staff. Under the direction of the Clinical Analytics Manager, the Educator and Clinical Projects Nurse works with IHP physicians, providers, practice staff, community partners, and internal IHP staff to facilitate improvement in value-based contract performance related to appropriateness of care and related cost.

Essential Functions:

1. Develops, plans, and conducts educational programs to support patient-centered, high-quality and timely patient care, including motivational interviewing, teach-back, brief action planning, health literacy, implicit bias, and advanced care management.
2. Coordinates and conducts education authorized by Michigan Institute for Care Management and Transformation (MICMT) such as Introduction to Team Based Care and Patient Engagement.
3. Assists in the development and delivery of IHP’s annual education program for providers, practice staff and care managers. Evaluates post-training feedback to aid in the development of future programs.
4. Collaborates in the timely preparation of Continuing Education (CME, CEU) applications.
5. Assists in the analysis of utilization and cost data. Collaborates with internal staff and external partners to identify and implement interventions to improve patient outcomes and performance in value-based contracts.
6. Contributes clinical content of moderate to high complexity for projects, trainings, and other educational materials.
7. Actively participates in project meetings, workgroups, and committees. Contributes clinical content and serves as clinical point of contact for internal staff and external partners.

Additional Responsibilities/Duties:

(The following examples are intended to be descriptive but not restrictive.)

1. Contributes to the provider monthly update and IHP Newsletter.
2. Represents IHP on state, regional, and community groups, as assigned.
3. Participates fully as a member of the Clinical Performance Improvement team, including participating in culture development and building a strong team for delivering IHP's mission.
4. Demonstrates commitment to providing outstanding customer service in a manner that is reflective of IHP's mission, vision, values, organizational context, code of conduct, and customer service standards.
5. Identifies opportunities for continuous improvement, develops related plans of action, and implements process and documentation improvements.
6. Demonstrates commitment to continuing professional development.
7. Maintains a working knowledge of applicable Federal, State, and local laws and regulations, IHP's Compliance Program & Code of Conduct as well as other policies and procedures, to ensure adherence in a manner that reflects honest, ethical, and professional behavior.
8. Performs related duties as assigned.

Education/Experience:

Required Education and Experience:

1. Registered Nurse (RN) with current Michigan license in good standing
2. Three (3) years of experience in a health care setting
3. Previous experience presenting to large and small audiences
4. Proficiency in the development of reports, analytics, and presentations.
5. Knowledge and application of program development, implementation, and evaluation
6. Experience and/or ability to work with diverse populations

Preferred Education and Experience:

1. Bachelor's degree in nursing, public health, health care administration, or related field
2. Three (3) or more years of health care quality experience, including participation in moderate-to large-scale quality improvement projects
3. Experience working with payers in clinical and value-based programs and product lines (commercial, Medicare, Medicaid)
4. Professional certification in quality or process improvement preferred (e.g., Certified Professional in Healthcare Quality (CPHQ), Lean)

Professional Competencies, Licensure/Certification, etc.:

Licensure/Certification:

1. Registered Nurse (RN) with current Michigan license in good standing

Competencies:

- Excellent communication skills (grammar; oral and written)

- Self-directed; able to work independently
- Strong analytical capabilities, including data interpretation, application, and display
- Experience and comfort with presentations targeting large and small audiences
- Strong organizational skills
- Ability to effectively manage multiple projects simultaneously
- Interpersonal skills to effectively interact with physicians, other health professionals, practice staff, payers, and others
- Proficient use of Microsoft Office suite (minimum Word and Excel)
- Demonstrate and maintain high level of accuracy
- Conflict resolution skills

Other Requirements:

This job may have additional requirements for working on-site within a member practice or business partner and will be considered an alternate work site. Additional requirements may vary based on facility or regulatory requirements for the alternate work site.

For the health and safety of our workforce and our community, all employees of Integrated Health Partners are required to be fully immunized for COVID-19.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This is largely a desk-bound role; however, frequent movement throughout the office is required. Frequent sitting, standing, and walking are daily activities. Some bending and filing may be required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary

Position Type/Expected Hours of Work:

This is a full-time position. Days and hours of work are Monday through Friday. Hours of operation are typically 8:00 a.m. to 5:00 p.m. with some scheduled evening events. Work hours may vary by position with some positions requiring extended workdays depending on business needs. A typical work week for an exempt position averages 45 hours worked per week.

Travel:

This position may require up to 20 percent travel. Majority of travel will be in Southwest Michigan; however, additional travel may be required.

The above statements are intended to describe the general nature and levels of the work performed and are not exhaustive lists of all duties, responsibilities, knowledge, skills, and abilities and working conditions associated with the job. As changes occur IHP reserves the right to modify the above description.