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|---------------|--|---|---|--|
| Job Family | Nursing | Job Summary | Involves planning, development, implementation, delivery and evaluation of advanced practice provider services. Develops and maintains clinical and nursing practice standards, ensures appropriate scope of practice, competent clinical care, and compliance with local, state and federal requirements and regulations. Monitors and assesses advances in clinical practice, standards, and procedures. Ensures advanced practice providers provide high quality, patient focused care. | |
| Job Function | Advanced Practice | | | |
| Category | Management | | | |
| Job Level | Manager 1 | Manager 2 | Manager 3 | Manager 4 |
| Job Title | Advanced Practice Manager 1 | Advanced Practice Manager 2 | Advanced Practice Manager 3 | |
| Job Code | 5552 | 5551 | 6865 | |
| Tracking Code | A2179 | A2180 | A2124 | |
| Per. Program | MSP | MSP | MSP | MSP |
| FLSA | Exempt | Exempt | Exempt | Exempt |
| Generic Scope | Spends the majority of time (50% or more) achieving organizational objectives through the coordinated achievements of subordinate staff. Establishes departmental goals and objectives, functions with autonomy. Manages the accountability and stewardship of human, financial, and often physical resources in compliance with departmental and organizational goals and objectives. Ensures subordinate supervisors and professionals adhere to defined internal controls. Manages systems and procedures to protect departmental assets. | Oversees through subordinate managers a large department or multiple smaller units, OR manages a highly specialized technical function / team. Has significant responsibility to achieve broadly stated goals through subordinate managers. Determines objectives, directs programs, develops strategies and policies, manages human, financial, and physical resources, and functions with a high degree of autonomy. Proactively assesses risk to establish systems and procedures to protect organizational assets. Determines strategies for a program with organization-wide impact. | Oversees through subordinate Managers one or more large, complex departments or business units with multiple functional disciplines / occupations, OR manages a program, regardless of size, that has critical impact upon the organization as a whole, such as most or all of a campus, medical center, UCOP or the UC System. Has significant responsibility for formulating and administering policies and programs, manages significant human, financial, and physical resources, and functions with a very high degree of autonomy. Oversees through subordinate Managers the accountability and stewardship of department resources and the development of systems and procedures to protect organizational assets. | Directs through subordinate managers multiple large and complex critical programs impacting broad constituencies across major portions of the organization. Identifies objectives, manages very significant human, financial, and physical resources, and functions with an extremely high degree of autonomy. Accountable for formulating and administering policies and programs for major functions. Operational or program results can affect overall organization-wide performance and reputation. Directs through subordinate managers the development of strategic goals and objectives to achieve accountability and stewardship of university resources in a manner consistent with system-wide objectives and initiatives. |
| Custom Scope | Manages advanced practice operations in a specific patient care area. Oversees clinical care provided by advanced practice providers (APP) and ensures compliance with organizational and regulatory agency standards. Coordinates financial, material and human resources. | Designs and oversees advanced practice operations across multiple clinical services. Accountable for overall administrative planning and coordination of staffing, fiscal and material resources. Participates in the development and implementation of new programs, policies and practices. Serves as an advisor to senior leadership regarding advanced practice services and scope of practice. | Participates with leadership to develop and implement advanced practice provider strategy across the health system. Develops and implements programs, practices, policies and guidelines to ensure consistency and standardization across clinical services. Represents advanced practice on cross-functional committees. Serves as an expert consultant and advisor to senior leadership regarding advanced practice services and scope of practice. | |
| Key Resp 01 | Ensures advanced practice providers perform duties within scope of practice. | Develops and coordinates operational processes for advanced practice clinical activities. | Provides strategic and operational planning for advanced practice services and processes affecting operational structures. | |
| Key Resp 02 | Monitors patient care ensuring quality and compliance with all regulatory requirements, internal policies and best practices. | Develops and implements advanced practice services and processes. Ensures compliance with all regulatory requirements and best practices. | Develops policies, procedures, and guidelines for advanced practice services. Ensures compliance | |

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| | | | with all regulatory requirements and best practices. | |
| Key Resp 03 | Manages staffing to ensure high-level patient care. | Collaborates with subordinate managers to recommend and maintain adequate staffing levels according to scope of practice. | Ensures appropriate and effective utilization of providers according to scope of practice. Forecasts workforce planning for optimal provider utilization. | |
| Key Resp 04 | Collaborates in the development of policies and procedures that ensure high quality care and patient safety. Oversees resolution of safety and risk management issues. | Coordinates program operations by practice to optimize care delivery across clinical services. | Identifies key performance outcomes specific to each practice to ensure high quality care and patient satisfaction. Implements changes to optimize care delivery models. | |
| Key Resp 05 | Ensures relevant licenses and certifications are current and documented. Facilitates continuing education for advanced practice providers. | Ensures clinical competency assessment, continuing education and development opportunities for advanced practice providers. | Develops and oversees processes for clinical competency assessment and ensures continuing education for providers. | |
| Key Resp 06 | Collaborates with senior managers to develop, improve and integrate advanced practice functions and systems across specialties and departments. | Participates in strategic planning and formation of advanced practice program goals and practice standards. | Monitors and assesses advances in clinical practice, standards, and procedures instituting changes as necessary. | |
| Key Resp 07 | Initiates budget recommendations prepares and reviews budget variance analysis. Coordinates resource needs for areas of responsibility. | Develops, implements and monitors budgets. Prepares and reviews budget variance analysis. Coordinates and allocates resources for areas of responsibility. | Develops, implements and monitors budgets and financial plans. Collaborates on advanced practice billing, coding, and documentation practices with health system stakeholders. Allocates resources in accordance with strategic objectives. | |
| Key Resp 08 | Serves on interdisciplinary committees. Participates in quality improvement and clinical systems initiatives. | Serves on interdisciplinary committees and participates in strategic planning. Initiates quality improvement and systems initiatives for advanced practice. | Participates in system-wide committees and strategic planning with senior leaders across services and clinical specialties. Recommends approaches to resolve administrative clinical practice challenges. | |
| Key Resp 09 | Promotes a culture of teamwork and collaboration. Provides mentorship to advanced practice providers. | Promotes advanced practice model. Provides mentorship to advanced practice providers. | Develops clinical advancement model and ensures professional development programs for advanced practice providers. Mentors and develops advanced practice leaders. | |
| Key Resp 10 | Responsible for human resources administration including recruitment, performance evaluation and progressive discipline in a represented workforce environment. | Facilitates and oversees resolution of human resources, employee safety and risk management issues in a represented workforce environment. | Provides leadership and direction to subordinate managers on human resources, employee safety, risk management, and dual processes of medical staff and LER coordination. Recommends and oversees approaches to issue resolution. | |
| Key Resp 11 | Works collaboratively with labor relations on employee and bargaining unit issues and contract negotiations. | Works collaboratively with labor relations on employee and bargaining unit issues and contract negotiations. | Provides guidance with bargaining unit issues and contract negotiations. | |

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| Key Resp 12 | Supports managers and APP providers with departmental APP student placement and institutional requirements. | Supports managers and APP providers with departmental APP student placement and institutional requirements. | Provides guidance and collaborates with health system oversight of APP student learners in clinical settings. | |
| Key Resp 13 | | | Supports affiliates in meeting health system standards of APP practice. | |
| Key Resp 14 | | | | |
| Key Resp 15 | | | | |
| Education 1 | Master's Degree in professional area of study. | Master's Degree in professional area of study. | Master's Degree in professional area of study. | |
| Education 2 | | | Doctorate preferred | |
| Education 3 | | | | |
| Education 4 | | | | |
| License 1 | Licensed Nurse Practitioner (NP) or Physician Assistant (PA) in the State of California. | Licensed Nurse Practitioner (NP) or Physician Assistant (PA) in the State of California. | Licensed Nurse Practitioner (NP) or Physician Assistant (PA) in the State of California. | |
| License 2 | Nurse Practitioner must have Registered Nurse License. | Nurse Practitioner must have Registered Nurse License. | Nurse Practitioner must have Registered Nurse License. | |
| License 3 | National Board Certification in profession if engaged in clinical practice. | National Board Certification in profession if engaged in clinical practice. | National Board Certification in profession if engaged in clinical practice. | |
| License 4 | BRN furnishing license and DEA license if engaged in clinical practice. | BRN furnishing license and DEA license if engaged in clinical practice. | BRN furnishing license and DEA license if engaged in clinical practice. | |
| Cert 1 | | | | |
| Cert 2 | | | | |
| Cert 3 | | | | |
| Cert 4 | | | | |
| Spec Cond 1 | Must be eligible in health plan enrollment if engaged in clinical practice. | Must be eligible in health plan enrollment if engaged in clinical practice. | Must be eligible in health plan enrollment if engaged in clinical practice. | |
| Spec Cond 2 | | | | |
| Spec Cond 3 | | | | |
| Spec Cond 4 | | | | |
| KSA 01 | Advanced experience in clinical specialty supervising APPs. | In depth knowledge of healthcare management in a hospital setting. | Advanced knowledge of healthcare management in a multi-hospital setting. | |
| KSA 02 | Advanced knowledge of legislative issues affecting advanced practice providers. | Advanced knowledge legislative issues affecting advanced practice providers. | Highly advanced knowledge of legislative issues affecting advanced practice providers. | |
| KSA 03 | Ability to organize operations and implement initiatives. | Ability to develop and lead initiatives across a large, complex organization. | Highly advanced ability to develop and lead strategic initiatives across a large, complex organization. | |

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| KSA 04 | Demonstrated knowledge of state and national regulatory requirements. | In-depth knowledge of state and national regulatory requirements. | In-depth knowledge of relevant regulatory requirements, as well as accreditation, licensing and compliance environments. | |
| KSA 05 | Advanced communication and interpersonal skills. Ability to convey complex clinical information in a clear and concise manner. | Advanced communication and interpersonal skills. Advanced ability to influence and persuade. | Highly advanced communication and interpersonal skills across a variety of platforms. Highly advanced ability to influence and persuade. | |
| KSA 06 | Strong knowledge of human resources practices and policies in a represented provider environment. Ability to direct, organize, motivate and mentor staff. | Strong knowledge of human resources administration policies in a represented provider environment. Advanced leadership skills to direct, organize, motivate and mentor staff. | Strong knowledge of human resources administration policies in a represented provider environment. Highly advanced leadership skills to direct, organize, motivate and mentor staff. Advanced team building skills. | |
| KSA 07 | Strong operational management skills. | Advanced operational management skills. | Advanced fiscal and operational management skills. | |
| KSA 08 | Advanced knowledge of software and specialized applications used by advanced practice providers. | Advanced knowledge of software and specialized applications used by advanced practice providers. | Highly advanced knowledge of software and specialized applications used by advanced practice providers. | |
| KSA 09 | Ability to analyze and interpret data, develop reports and action plans. | Advanced analytical skills to formulate relevant metrics to achieve operational objectives. | Highly advanced analytical skills to formulate relevant metrics to achieve operational objectives. | |
| KSA 10 | | | | |
| KSA 11 | | | | |
| KSA 12 | | | | |
| KSA 13 | | | | |
| KSA 14 | | | | |
| KSA 15 | | | | |
| Environment | Health care (hospital, outpatient, or other environment as the role requires). | Health care (hospital, outpatient, or other environment as the role requires). | Health care (hospital, outpatient, or other environment as the role requires). | |
| Career Path 1 | Advanced Practice Manager 2 | Advanced Practice Manager 3 | Career Path open | |
| Career Path 2 | | | | |
| Career Path 3 | | | | |
| Career Path 4 | | | | |
| Career Path 5 | | | | |
| Career Path 6 | | | | |