In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

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**Experience and Education**
- High School diploma or equivalent and one (1) year of relevant healthcare and/or contact center experience.
- Certified Professional Coder (CPC), Advanced Records Tech (ART), or Registered Records Administrator (RRA) preferred.
- Must be able to read, write and communicate in English.
- Ability to type 40 words per minute.

**Knowledge, Skills & Abilities**
- Strong verbal, written, and presentation skills.
- Ability to work effectively both independently and as part of a team.
- Experience using computers for a variety of tasks.
- Proficient knowledge of computers, office equipment and other pertinent equipment.

**Other Duties:**
- Performs other duties as assigned.

**Working Conditions**
- Work is performed primarily in a clinical setting.
- Work requires initiative to improve productivity and quality of work, including meeting mandatory training and continuing education requirements.
- Work requires the ability to plan and organize tasks in a logical and efficient manner.
- Work requires ability to build high functioning teams that work in tandem within interdepartmental modalities.
- Work requires adaptability to perform in a high volume facility.
- Work requires ability to coordinate projects, and work with auditors with completion of audit procedures.

**Research as applicable:**
- Duties performed may include one or more of the following core functions: 
- Assists in development of best practices and tools for project execution and management.
- Identifies potential project risks and develops/implements strategies to minimize impact and control deviations from estimated costs and project planning meetings where determinations are made regarding project objectives, plans and scope.
- Assist in gathering and verifying access control/security requirements associated with each project.
- Makes recommendations regarding access to records.
- Participates in meetings to establish goals and objectives for projects.
- Ensures special projects are properly planned and staffed.
- Makes presentations of results as needed.
- Reviews results for accuracy.

**Supervisor:**
- This position reports directly to the Supervisor and/or Manager.

**Auditors:**
- In the event that the work is audited, the individual(s) must be able to perform all job functions, i.e., answering phones, assisting patients, filing, etc.

**Other Duties:**
- Performs other duties as assigned.

**Security:**
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Salary:**
- Salary Negotiable

**Project Deadlines:**
- Performs other duties as assigned.
Ensures document retention processes are followed using established guidelines. **Other Duties: Performs other duties as assigned.** UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status.

**Knowledge, Skills & Abilities**

- Work requires knowledge of computers, office equipment (fax, copier, calculator), medical terminology, accounting principles and procedures, word processing, spreadsheet and database software.
- Intermediate level of computer skills and proficiency with MS Office Suite (Word, Excel, Access, etc.) required.
- Excellent oral and written communication skills.

**Physical Requirements**

- Must be able to lift up to 50 pounds. Risk of exposure to blood-body fluids, hazardous chemicals when working in clinical areas.

**Security**

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**Salary**

Salary Negotiable

**Experience and Education**

- Bachelor's degree in accounting or related field.
- Five (5) plus years Accounts Payable experience with increasing levels of responsibility. Preferred experience in identifying and clearing match exceptions. Preferred experience in three-way match in an ERP software.

**Job Duties**

- Clear and reconcile invoices to ensure payment accuracy.
- Maintain and update accounting records, verifying the accuracy of data.
- Resolve discrepancies and disputed invoices with vendors, ensuring prompt and accurate resolution.
- Work with vendors to resolve issues and ensure timely payment.
- Collaborate with management and human resources in the development of strategies for talent management and associate development.
- Partners with HR to provide candidate sourcing recommendations and/or partners with recruiters to facilitate the hiring process.
- Monitor and evaluate vendor performance, including payment accuracy and timeliness.
- Ensure compliance with federal, state, and local tax laws related to accounts payable.

**Other Duties**

- Performs other duties as assigned.

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**Administrative Assistant**

- Operates complex office equipment, including copiers, fax machines, and computers.
- Manages filing systems and ensuring records are maintained in an organized and accessible manner.
- Provides administrative support to management, preparing memos, letters, and reports.
- Organizes and schedules appointments and meetings, preparing agendas and minutes.
- Management level: Requires a high school degree and one to two (1-2) years clerical experience and medical terminology is required. Preferred: One (1) year of general office experience. May consider higher education completed in lieu of minimum requirements.

**Job Duties**

- Operates complex office equipment, including copiers, fax machines, and computers.
- Manages filing systems and ensuring records are maintained in an organized and accessible manner.
- Provides administrative support to management, preparing memos, letters, and reports.
- Organizes and schedules appointments and meetings, preparing agendas and minutes.
- Maintains and revises record keeping and filing systems.
- Identifies items requiring immediate attention.
- Performs other duties as assigned.

**Knowledge, Skills & Abilities**

- Work requires knowledge of computers, office equipment (fax, copier, calculator), medical terminology, accounting principles and procedures, word processing, spreadsheet and database software.
- Intermediate level of computer skills and proficiency with MS Office Suite (Word, Excel, Access, etc.) required.
- Excellent oral and written communication skills.

**Other Duties**

- Performs other duties as assigned.
**Position: ADMNTV COORD - UH ADMIN**

**RESPONSIBILITIES:**

- Support clinical, operational and facility services throughout the entire Hospital on a 24-hour basis, coordinating operations and personnel activities to meet Hospital goals.
- Apply key accounting principles to prepare, monitor and manage budgets.
- Utilize and apply key models and methods for the effective implementation and outcome of operations.
- Participates in and/or leads fundamental projects that support ongoing health system initiatives.
- Coordinates and oversees UT Southwestern Graduate Administrative Internship Program.
- May serve as Interim Supervisor or Manager for other upper level administrator.
- Coordinates supervisor's schedule; makes travel arrangements, plans meeting itineraries, etc. for supervisor, outside visitors, and official guests. Travel (gathering; input; approval; and follow-up). Includes all travel components.
- Responsible for directing, evaluating, controlling, and organizing the activity and work of assigned office personnel.
- Manages the activities and day-to-day operations of the assigned office as directed by the supervisor.
- Responsible for administrative support for the Office of the President.
- Performs other duties as assigned. **Other Duties:** Performs other duties as assigned.

**EDUCATION AND EXPERIENCE:**

- High school graduation or its equivalent.
- Five (5) years of progressive related experience required.

**QUALIFICATIONS:**

- Proficiency in Word, Excel, Outlook and other programs.
- Excellent oral and written communication skills.
- Ability to handle confidential issues with discretion.
- Ability to make decisions independently and keep confidential information to self.
- Ability to prioritize and organize work.
- Ability to work effectively in a team environment.
- Excellent customer service skills.
- Strong organizational and interpersonal skills.
- Ability to perform multiple tasks.
- Ability to multi-task.
- Ability to work effectively with sensitive or confidential information.

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**UT Southwestern Medical Center is an Equal Opportunity/Affirmative Action Employer.**

**Inclusion.**

**Fellowship prepares recent graduates and early careerists for essential management and leadership roles within the healthcare industry. The format of the program allows fellows to gain direct experience and knowledge and strengthen their professional skills.**

**UT Southwestern is an educational institution and employer committed to diversity and inclusion.**

**UT Southwestern Medical Center is an Equal Opportunity/Affirmative Action Employer.**

**Security.**

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Salary.**

Salary Negotiable

**Experience and Education.**

High school graduation or its equivalent.

**To apply:**

Please visit the UT Southwestern Medical Center careers website at jobs.utsouthwestern.edu to apply for the ADMNTV COORD - UH ADMIN position. Please include a cover letter and resume with your application. All applications must be submitted online.

**Additional Information:**

- This position is located in Dallas, Texas.
- The position is full-time, with a flexible work schedule.
- Salary is open and dependent on experience.
- Benefits include health insurance, retirement, and paid time off.
- Position is non-exempt.
- Position requires a background check and drug test.
- Ongoing training and development opportunities are available.

**Contact Information:**

If you have any questions, please contact the Human Resource Office at (214) 648-1000 or email us at careers@utsouthwestern.edu.
UNIV
$514.00
$446.97
APP
RA5
U1026
$64.25
U1752
3A1
$64.25
$8,061.00
Adv Pract Provider-NP
$71.87
ALLIED
$245.36
ADVANCED PRACTICE SONOGRAPHER
ADVANCED PRACTICE NURSE
use in reporting examination findings. Creates descriptive preliminary reports for review and finalization by radiologist. Accounts for the creation, oversight and implementation of scanning protocols and quality control activities that positively impact image quality.
Conducts sonography examinations in accordance with infectious disease, sterilization, and patient safety protocols, policies, and procedures. Provides education and training to sonographers in the utilization of new equipment and technology to ensure accurate and efficient data collection.
Responsibility to ensure that the ultrasound equipment is functioning accurately. Shows ability to troubleshoot quality control procedures to ensure that the ultrasound equipment operates at optimal levels to ensure patient safety and high image quality.
Specialization in obstetrics, gynecology, and pediatrics. Demonstrates ability to mentor and support staff sonographers in the provision of high-quality patient care.
Must have a current Basic Life Support (BLS) Certification, and the ability to demonstrate proficiency in the use of ultrasound equipment.
Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.
unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of age, gender, race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, veteran status, or protected veteran status.
Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status.
Working Conditions
Work is performed primarily in clinical environment. The incumbent may be exposed to body fluids and infectious diseases.
Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of Vice President for Human Resources or his/her designee.
This position is security-sensitive and thereby subject to the provisions of Texas Education Code 51.215. UT Southwestern Medical Center is
considered as equivalents in lieu of stated minimums require prior approval of Vice President for Human Resources or his/her designee. This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
Salary
Salary Negotiable

Summary
To promote, provide and maintain high-quality patient care in a collaborative environment, the ideal candidate will possess strong technical skills, excellent communication skills, and the ability to work effectively with a team of interdisciplinary professionals. The candidate should have a demonstrated commitment to patient safety and the delivery of safe, effective, and compassionate care. The role requires the ability to perform advanced sonography procedures, interpret sonography images, and provide accurate and timely patient care. The advanced practice provider must demonstrate a strong dedication to ongoing professional development, including continuous education and training. The candidate should possess strong interpersonal skills, the ability to work independently, and a collaborative attitude. This position offers an excellent opportunity for growth and professional development within a dynamic and supportive healthcare environment.
Physicians, and pharmaceutical representatives outside of UT Southwestern, vendors, and third party payees. Work requires ability to stand for long periods of time. Work requires ability to lift, push, and/or pull up to 50 lbs. Working with residents, fellows, allied health personnel, and other medical and/or non-medical office support personnel to coordinate necessary information to provide optimal level of patient care. Work requires telephone contact with patients, referring physicians, and policies to work problems, organization, and administration of clinical activities. Work requires knowledge, skills, and policies specific to the needs of the clinical specialty. Work requires ability to maintain current customer service, clinical, and research activities. Performs other duties as assigned.

Knowledge, Skills & Abilities
Work requires use of considerable judgment in application of procedures, nursing assessment techniques, practices and policies. Work requires a knowledge of current technology and trends in the registered nurse profession. Licensure as Registered Nurse by Board of Nurse Examiners for State of Texas required, and one (1) year of clinical nursing experience is preferred. Current Basic Life Support (BLS) certification through a recognized agency required. Experience with Microsoft Word, Excel, and other software applications required. Must have excellent written and verbal communication skills. Must have ability to perform well in a fast-paced hospital setting. Ability to work on multiple tasks at once. Must have strong presence and confidence to influence decision-making. Must use good judgment in decision-making. Must have the ability to maintain confidentiality. Requires good reading, writing and computational skills.

III. Working Conditions
Work is performed primarily in office area. Any qualifications to be considered as equivalents in lieu of stated minimum require prior approval of Vice President for Human Resources Administration or his/her designee. UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

Supervisor or Pharmacy Manager. Experience and Education Minimum of one (1) year of experience in retail pharmacy or equivalent. High school diploma or equivalent required. Registration with Texas State Board of Pharmacy (TSBP) as a Pharmacy Technician required. Experience in medication reconciliation, prior authorization, or equivalently qualified position in healthcare pharmacy preferred. Demonstrated ability to provide exceptional customer service in a teamwork approach to customer service. Demonstrated ability to communicate effectively both verbally and in writing. Current Certified Pharmacy Technician (CPhT) certification required. Basic Life Support (BLS) certification through American Heart Association (AHA) or American Red Cross (ARC). Specialty areas may have increased certification/license requirements as dictated by unit or standard of care.

Job Duties
Performs and accurately documents physical, psychosocial, and emotional assessments of patients at all ages, including those who are unable to perform assessments on themselves. Performs and accurately documents physical, psychosocial, and emotional assessments of patients at all ages, including those who are unable to perform assessments on themselves. Explains special diets, tests, procedures and medications in easily understood and appropriate language. Makes frequent rounds on patients, communicates when will return; patient infrequently needs to use call light. Assumes accountability of nursing practice while delivering nursing care to patients. Suggests practices to enhance Nursing care based on current literature and research. Provides appropriate and timely answers and/or education to patient’s and/or patient’s families. Completes all required CMS forms following billing compliance standards and policies. Act as a liaison for the patients and the Health Center: A. Provides exemplary customer service; treats patients and coworkers with courtesy and discretion. Greets and directs patients, salespeople, and visitors. Explains special diets, tests, procedures and medications in easily understood and appropriate language. Makes frequent rounds on patients, communicates when will return; patient infrequently needs to use call light. Assumes accountability of nursing practice while delivering nursing care to patients. Suggests practices to enhance Nursing care based on current literature and research. Provides appropriate and timely answers and/or education to patient’s and/or patient’s families.

B. Provides exemplary customer service; treats patients and coworkers with courtesy and discretion. Greets and directs patients, salespeople, and visitors. Explains special diets, tests, procedures and medications in easily understood and appropriate language. Makes frequent rounds on patients, communicates when will return; patient infrequently needs to use call light. Assumes accountability of nursing practice while delivering nursing care to patients. Suggests practices to enhance Nursing care based on current literature and research. Provides appropriate and timely answers and/or education to patient’s and/or patient’s families.

C. Provides exemplary customer service; treats patients and coworkers with courtesy and discretion. Greets and directs patients, salespeople, and visitors. Explains special diets, tests, procedures and medications in easily understood and appropriate language. Makes frequent rounds on patients, communicates when will return; patient infrequently needs to use call light. Assumes accountability of nursing practice while delivering nursing care to patients. Suggests practices to enhance Nursing care based on current literature and research. Provides appropriate and timely answers and/or education to patient’s and/or patient’s families.

D. Provides exemplary customer service; treats patients and coworkers with courtesy and discretion. Greets and directs patients, salespeople, and visitors. Explains special diets, tests, procedures and medications in easily understood and appropriate language. Makes frequent rounds on patients, communicates when will return; patient infrequently needs to use call light. Assumes accountability of nursing practice while delivering nursing care to patients. Suggests practices to enhance Nursing care based on current literature and research. Provides appropriate and timely answers and/or education to patient’s and/or patient’s families.

E. Provides exemplary customer service; treats patients and coworkers with courtesy and discretion. Greets and directs patients, salespeople, and visitors. Explains special diets, tests, procedures and medications in easily understood and appropriate language. Makes frequent rounds on patients, communicates when will return; patient infrequently needs to use call light. Assumes accountability of nursing practice while delivering nursing care to patients. Suggests practices to enhance Nursing care based on current literature and research. Provides appropriate and timely answers and/or education to patient’s and/or patient’s families.

F. Provides exemplary customer service; treats patients and coworkers with courtesy and discretion. Greets and directs patients, salespeople, and visitors. Explains special diets, tests, procedures and medications in easily understood and appropriate language. Makes frequent rounds on patients, communicates when will return; patient infrequently needs to use call light. Assumes accountability of nursing practice while delivering nursing care to patients. Suggests practices to enhance Nursing care based on current literature and research. Provides appropriate and timely answers and/or education to patient’s and/or patient’s families.

G. Provides exemplary customer service; treats patients and coworkers with courtesy and discretion. Greets and directs patients, salespeople, and visitors. Explains special diets, tests, procedures and medications in easily understood and appropriate language. Makes frequent rounds on patients, communicates when will return; patient infrequently needs to use call light. Assumes accountability of nursing practice while delivering nursing care to patients. Suggests practices to enhance Nursing care based on current literature and research. Provides appropriate and timely answers and/or education to patient’s and/or patient’s families.

H. Provides exemplary customer service; treats patients and coworkers with courtesy and discretion. Greets and directs patients, salespeople, and visitors. Explains special diets, tests, procedures and medications in easily understood and appropriate language. Makes frequent rounds on patients, communicates when will return; patient infrequently needs to use call light. Assumes accountability of nursing practice while delivering nursing care to patients. Suggests practices to enhance Nursing care based on current literature and research. Provides appropriate and timely answers and/or education to patient’s and/or patient’s families.

I. Provides exemplary customer service; treats patients and coworkers with courtesy and discretion. Greets and directs patients, salespeople, and visitors. Explains special diets, tests, procedures and medications in easily understood and appropriate language. Makes frequent rounds on patients, communicates when will return; patient infrequently needs to use call light. Assumes accountability of nursing practice while delivering nursing care to patients. Suggests practices to enhance Nursing care based on current literature and research. Provides appropriate and timely answers and/or education to patient’s and/or patient’s families.

J. Provides exemplary customer service; treats patients and coworkers with courtesy and discretion. Greets and directs patients, salespeople, and visitors. Explains special diets, tests, procedures and medications in easily understood and appropriate language. Makes frequent rounds on patients, communicates when will return; patient infrequently needs to use call light. Assumes accountability of nursing practice while delivering nursing care to patients. Suggests practices to enhance Nursing care based on current literature and research. Provides appropriate and timely answers and/or education to patient’s and/or patient’s families.
AMBULATORY LICENSED VOCATIONAL NURSE COORDINATOR

working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; sex, including pregnancy, sexual orientation, gender identity, and gender expression; national origin; age; genetic information; disability; and status as a covered veteran. This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary Negotiable

Experience and Education

Licensure as a Licensed Vocational Nurse (LVN) is required.

Job Duties

1. Delivers nursing interventions to assigned patients that are consistent with stated medical plan of care utilizing the nursing process to assess, implement, and record patients' response in the medical record.

2. Schedules patients' appointments, tests, and procedures via on-line computer system or telephone, and reinforces physician instructions in person and through telephone contact.

3. Provides patient education and documents patient's understanding of the education provided.

4. Triage patient phone inquiries according to physician and/or departmental protocols and documents such actions in patients' medical records.

5. Oversees LVN and/or other staff assigned to provide care to patients in POD registries in order to close care gaps as defined by the ambulatory clinical quality program.

6. Monitors patient telephone requests and MyChart in-baskets for POD to ensure timely patient follow-up and contact with assigned patients.

7. Provides working supervision and delegates tasks to licensed vocational nurses, registered nurses, and ancillary personnel as necessary or requested to ensure timely patient care.

8. Duties performed may include one or more of the following core functions: (a) Directly interacting with or caring for patients; (b) Directly interacting with or caring for human-subjects research participants; (c) Regularly maintaining, modifying, releasing or similarly affecting patient records (including patient financial records); or (d) Regularly maintaining, modifying, releasing or similarly affecting patient education records.

**Other Duties:** Performs other duties as assigned.

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**Security:** This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
**Location:**

**Duties:**

- Performs other duties as assigned.
- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits discrimination on the basis of race, color, religion, national origin, sex, including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status.

**Knowledge, Skills, & Abilities:**

- Work requires knowledge of chromatography or analytical chemistry.
- Investigating application of instruments in analysis.
- Has proficiency in quantitative and qualitative analysis methods.
- Assembles and maintains equipment in accordance with specifications for analyzing data samples.
- Performs statistical and other analyses and prepares technical reports regarding methodology and results.
- Utilizes computer equipment, including specialized software programs.
- Proposes and implements improvements to methodologies and procedures.
- Maintains appropriate technical records and files.
- Communicates technical results and activities to other departmental staff.

**Experience and Education:**

- Completion of two years of college coursework in analytical chemistry or a related field is preferred.
- Possession of a bachelor’s degree in analytical chemistry or a related field is required.

**Salary:**

Salary Negotiable

**Licensure:**

Licensure as Registered.
**ARC TRAINER SENIOR TECH**

**Job Duties:**
- Assists with training materials, handouts, and other training tools.
- Assists with departmental training sessions: group and one-on-one.
- Conducts and/or assists with observation, evaluation, and management of patients.

**Knowledge, Skills & Abilities:**
- Broad knowledge base regarding medical/surgical instruments and equipment.
- Communicate by official e-mail to the University, vendors and customers.
- Uses electronic devices provided by the university to scan and track equipment.

**Experience and Education:**
- Associates degree in Laboratory Animal science, Veterinary Technology or a related field.
- Equivalent and four (4) years' experience working with animals in a clinical or research setting or two (2) years' experience working at the level of a Vet Tech.
- Certified by the American Association for laboratory animal certification or higher preferred. Experience may be considered in lieu of education.

**Other Duties:**
- Performs other duties as assigned.

**Security:**
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**Salary:**
Salary Negotiable

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**Hospital Classified Salary Plan**

- **HOSP - 2011-05**: $179.87
- **HOSP - 2011-06**: $6,003.67
- **HOSP - 2011-07**: $31.52
- **HOSP - 2011-08**: $195.61
- **HOSP - 2011-09**: $303.83
- **ARC TRAINER SENIOR TECH**: $179.87
- **ARC TRAINER TECH**: $229.43
- **ARC TRAINER TECH**: $3,291.67
| Position: Managerial | Hourly rate: $8,827.67 | Biweekly pay: $8,911.08 | Salary: $51.41 | 1C | 55 | ASSIST MANAGER NEURODIAGNOSTICS | - Manages photographic team in association with the Manager to coordinate assignments and function as a working manager taking on key projects alongside the team. Prioritize based on capacity. - Demonstrates flexibility and willingness to provide coverage when needed. - Role models pro-active problem solving by collaborating with staff to ensure effective resolution of identified issues. - Utilizes chain of command for unresolved or escalating issues. - Advocates for patients and staff to provide for safe delivery of care. - Responsible for maintaining/improving/implementing plans for employee engagement scores. - Assures first person reporting of events through the event reporting system. - Ensures all appropriate for patient population served. - Provides timely, confidential coaching and/or counseling of personnel and communicates with Unit Manager as appropriate. - Promotes and enthusiastically supports professional growth of staff by organizing and managing multiple tasks/projects simultaneously. - Demonstrates flexibility and willingness to provide coverage when needed. - Role models pro-active problem solving by collaborating with staff to ensure effective resolution of identified issues. - Utilizes chain of command for unresolved or escalating issues. - Advocates for patients and staff to provide for safe delivery of care. - Responsible for maintaining/improving/implementing plans for employee engagement scores. - Personifies the mission, vision, and values. - Ensures all appropriate for patient population served. - Provides timely, confidential coaching and/or counseling of personnel and communicates with Unit Manager as appropriate. - Promotes and enthusiastically supports professional growth of staff by organizing and managing multiple tasks/projects simultaneously. - Demonstrates flexibility and willingness to provide coverage when needed. - Role models pro-active problem solving by collaborating with staff to ensure effective resolution of identified issues. - Utilizes chain of command for unresolved or escalating issues. - Advocates for patients and staff to provide for safe delivery of care. - Responsible for maintaining/improving/implementing plans for employee engagement scores. - Personifies the mission, vision, and values. - Ensures all appropriate for patient population served. - Provides timely, confidential coaching and/or counseling of personnel and communicates with Unit Manager as appropriate. - Promotes and enthusiastically supports professional growth of staff by organizing and managing multiple tasks/projects simultaneously. - Demonstrates flexibility and willingness to provide coverage when needed. - Role models pro-active problem solving by collaborating with staff to ensure effective resolution of identified issues. - Utilizes chain of command for unresolved or escalating issues. - Advocates for patients and staff to provide for safe delivery of care. - Responsible for maintaining/improving/implementing plans for employee engagement scores. - Personifies the mission, vision, and values. - Ensures all appropriate for patient population served. - Provides timely, confidential coaching and/or counseling of personnel and communicates with Unit Manager as appropriate. - Promotes and enthusiastically supports professional growth of staff by organizing and managing multiple tasks/projects simultaneously. - Demonstrates flexibility and willingness to provide coverage when needed. - Role models pro-active problem solving by collaborating with staff to ensure effective resolution of identified issues. - Utilizes chain of command for unresolved or escalating issues. - Advocates for patients and staff to provide for safe delivery of care. - Responsible for maintaining/improving/implementing plans for employee engagement scores. - Personifies the mission, vision, and values. - Ensures all appropriate for patient population served. - Provides timely, confidential coaching and/or counseling of personnel and communicates with Unit Manager as appropriate. - Promotes and enthusiastically supports professional growth of staff by organizing and managing multiple tasks/projects simultaneously. - Demonstrates flexibility and willingness to provide coverage when needed. - Role models pro-active problem solving by collaborating with staff to ensure effective resolution of identified issues. - Utilizes chain of command for unresolved or escalating issues. - Advocates for patients and staff to provide for safe delivery of care. - Responsible for maintaining/improving/implementing plans for employee engagement scores. - Personifies the mission, vision, and values. - Ensures all appropriate for patient population served. - Provides timely, confidential coaching and/or counseling of personnel and communicates with Unit Manager as appropriate. - Promotes and enthusiastically supports professional growth of staff by organizing and managing multiple tasks/projects simultaneously. - Demonstrates flexibility and willingness to provide coverage when needed. |
ASSISTANT MGR THERAPY STAFF COORDINATOR

Prof Med Services-Exercise

- Work requires proven experience in customer-service environment.
- Work requires excellent organization skills.
- Work requires initiative and motivation to succeed.
- Working Conditions:
  - Work is performed primarily in post-operative education and care to appropriate population(s).
  - Enter surgical case requests and phase of care orders into medical record in collaboration with/based on provider direction.
  - Provide standard pre-admission and pre-operative discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT discrimination on the basis of sexual orientation, gender identity, or gender expression.

- Provide patient education to prevent injury or re-injury and reduce rehabilitative and other health care costs; take patient's medical history, assess patient and report findings to physicians.

- Degree in sports medicine or athletic training with current athletic trainer certification and State of Texas license.
- One (1) year experience working with sports teams and/or in an outpatient clinic preferred, including experience applying and classes for various departments and contract personnel working within the ARC facilities.
- 10. Assists with record keeping for purchasing and census collection for animal care program.
- 9. Assist in the preparation of vendor contracts and submits purchases requisitions for ARC.
- 8. Serve as point of contact and coordinator for projects involving collaboration with.
- 7. Duties:
  - Assists in the preparation of vendor contracts and submits purchases requisitions for ARC.
  - Serve as point of contact and coordinator for projects involving collaboration with.
  - Assists with record keeping for purchasing and census collection for animal care program.
  - Assist in the preparation of vendor contracts and submits purchases requisitions for ARC.
  - Serve as point of contact and coordinator for projects involving collaboration with.

- Actively participates in routine and special patient care conferences, staff meetings, special projects and the development, implementation and evaluation of performance improvement activities.
- Communicates data and solicits input from personnel. Assures financial stewardship.
- 3. Role models pro-active problem solving by collaborating with staff to ensure effective resolution of identified issues. Utilizes chain of command for unresolved or escalating issues as needed.

- Demonstrates flexibility and willingness to provide coverage during shifts when staffing crisis/shortage occurs. Maintains direct care clinical competency appropriate for patient population served.
- 3. Role models pro-active problem solving by collaborating with staff to ensure effective resolution of identified issues. Utilizes chain of command for unresolved or escalating issues as needed.

- Manages the Hospital Clinical Operations Patient Access Program to ensure quality assurance and performance improvements in targeted areas of responsibility in alignment with the overall department performance improvements.
- Duties:
  - Manages the Hospital Clinical Operations Patient Access Program to ensure quality assurance and performance improvements in targeted areas of responsibility in alignment with the overall department performance improvements.

- Acts as the key contact with customers, vendors, hospital departments and others involved with the hospital's operations. Provides customer service and information to internal and external customers. Ensures customer satisfaction at all levels.
- Acts as the key contact with customers, vendors, hospital departments and others involved with the hospital's operations. Provides customer service and information to internal and external customers. Ensures customer satisfaction at all levels.

- Supervises and coordinates day-to-day operations of Registrar's Office such as answering routine counter requests, processing incoming mail, recording and filing applicants and student records, etc.
- Develops and implements procedures for accurate and up-to-date maintenance of applicant and student records on automated basis.

- Duties:
  - Supervises and coordinates day-to-day operations of Registrar's Office such as answering routine counter requests, processing incoming mail, recording and filing applicants and student records, etc.
  - Develops and implements procedures for accurate and up-to-date maintenance of applicant and student records on automated basis.

- License by the Texas Medical Board, Registeredby the National Board for Respiratory Care (NBRC), Basic Life Support (BLS) by the American Heart Association (AHA) or American Red Cross (ARC). __Neonatal Resuscitation Program

- Duties:
  - License by the Texas Medical Board, Registeredby the National Board for Respiratory Care (NBRC), Basic Life Support (BLS) by the American Heart Association (AHA) or American Red Cross (ARC). __Neonatal Resuscitation Program

- Summary:
  - Works under minimal supervision to exercising independent judgement and authority as required. Working closely with leadership, this position will be responsible to manage, develop, and maintain patient access initiatives while identifying performance improvement opportunities within all assigned areas. Actively participates in and performs annual performance evaluations. Continuously collects data and maintains records regarding performance and contributions throughout the fiscal year. Holds staff
Information, citizenship status, or veteran status. 

UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic and timing between completion of standard care and transplant/cellular therapy, treatment eligibility criteria, pre-treatment conditioning regimens, immunosuppressive regimens, side effects and supportive care protocols. Working or cellular therapy process and what to expect during each phase. Utilizes critical thinking skills in planning and prioritizing workload and managing multiple responsibilities. Coordinates, reviews, and distributes all results of transplant or 

security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information. 

Salary Negotiable 

Experience and Education 

Master's degree in computing skills; researches to find techniques for non-standard statistical analyses. May supervise biostatistical consultants and/or data entry operators. Performs other duties as assigned. 

Other Duties: Performs other duties 

Security 

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information. 

Salary Negotiable 

Experience and Education 

Master's degree in 

Performs statistical computations. Provides graphical and tabular representations. Develops, maintains and modifies programs for in-house use. Collaborates with investigators in grant development including statistical design of 

excellent patient care and service, but also a satisfying, caring environment for each other. 

Working Conditions 

Work is performed primarily in a hospital or hospital clinic environment. Any qualifications to be considered as equivalents in lieu of 

Any qualifications to be considered as equivalents in lieu of stated minimum require prior approval of Vice President for Human Resources Administration or his/her designee. UT Southwestern Medical Center is committed to an educational and working environment that provides 

Security 

This position is security-sensitive and thereby subject to the provisions of Texas Education Code 51.215. UT Southwestern Medical Center is committed to an educational and working environment that provides 

Salary Negotiable 

Summary 

Works under general supervision to 

Security 

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
CARDIAC DEVICE RN II - IMAGING

Bachelors degree in Nursing. Experience in Cardiac Intensive Care Unit setting preferred.

Experience:
- Able to perform evaluation and reprogramming of implantable devices, including pacemakers.
- Current Advanced Cardiac Life Support (ACLS) certification, course accredited by the American Heart Association (AHA) or American Red Cross (ARC).

Security:
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary:
- Salary Negotiable

Experience and Education:
- Graduation from high school required. Bachelor degree preferred in psychology.
- Strong computer skills required, including proficiency with Microsoft Office applications.
- Ability to work in a fast-paced environment, handle multiple priorities, and establish and maintain effective working relationships with team members.

Responsibilities:
- Performs evaluation and reprogramming of implantable devices, including pacemakers and ICDs, as well as other cardiac devices.
- Participates in the procurement process for medical equipment and supplies.
- Collaborates with clinical teams to ensure patient care needs are met.
- Maintains and updates equipment and system records.
- Assists with the performance of safety checks and equipment maintenance.
- Participates in the development and implementation of policies and procedures related to cardiac device management.
- Performs other related duties as assigned.

Security:
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary:
- Salary Negotiable

Experience and Education:
- Bachelor degree in psychology preferred.
- Experience in a healthcare setting preferred.
- Strong computer skills required, including proficiency with Microsoft Office applications.
- Ability to work in a fast-paced environment, handle multiple priorities, and establish and maintain effective working relationships with team members.

Responsibilities:
- Performs evaluation and reprogramming of implantable devices, including pacemakers and ICDs, as well as other cardiac devices.
- Participates in the procurement process for medical equipment and supplies.
- Collaborates with clinical teams to ensure patient care needs are met.
- Maintains and updates equipment and system records.
- Assists with the performance of safety checks and equipment maintenance.
- Participates in the development and implementation of policies and procedures related to cardiac device management.
- Performs other related duties as assigned.

Security:
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary:
- Salary Negotiable

Experience and Education:
- Bachelor degree in psychology preferred.
- Experience in a healthcare setting preferred.
- Strong computer skills required, including proficiency with Microsoft Office applications.
- Ability to work in a fast-paced environment, handle multiple priorities, and establish and maintain effective working relationships with team members.

Responsibilities:
- Performs evaluation and reprogramming of implantable devices, including pacemakers and ICDs, as well as other cardiac devices.
- Participates in the procurement process for medical equipment and supplies.
- Collaborates with clinical teams to ensure patient care needs are met.
- Maintains and updates equipment and system records.
- Assists with the performance of safety checks and equipment maintenance.
- Participates in the development and implementation of policies and procedures related to cardiac device management.
- Performs other related duties as assigned.
PROF CARDIAC SONOGRAPHER LEAD

Sr Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, professional environment readily assuming obligations in a dependable and reliable manner. C-Communication, Contribution, and Collaboration: Who are our Customers? Anyone who requests our help, needs our work product, or receives our System Physician Referring Service, Health System liaisons, RN coordinators and clinic management to provide streamlined, efficient systems of referral management and service recovery.15. Responsible for training future/new other hospital departments (I.e., infection control, admitting, pastoral care, and nursing) and physicians to facilitate ... process.6. Interfaces with patients as a liaison to facilitate their first visit at UTSW and assists in obtaining records Health System liaisons, RN coordinators and clinic management to provide stream-lined, efficient systems of referral management and service recovery.4. Coordinates bed placement and medical transportation as needed5. Interfaces with other hospital departments (I.e., infection control, admitting, pastoral SecurityThis position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record informationSalarySalary Negotiable SummaryWorks under limited supervision to appropriate of referral based on established criteria and assures that all patients work up and resulting reports are provided in accordance with protocols.Establishes & maintains infrastructure to monitor referring physician practice to provide stream-lined, efficient systems of referral management and service recovery.Coordinates bed placement and medical transportation as needed.Interfaces with other hospital departments (I.e., infection control, admitting, pastoral SecurityThis position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record informationSalarySalary Negotiable SummaryProvides technical and operational...
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- SKILL

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- UNIV

**P26**

- P26

**P27**

- P27

**N**

- N

**U6059**

- U6059

**U9180**

- U9180

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**Problem Solving**

- Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Designs work flows and procedures.

---

**Analytical**

- Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

---

**Treats**

- hospital resources and property with respect and in a manner that reflects awareness of financial responsibility.

---

**Adheres**

- to all policies and procedures related to safety, infection control, and corporate compliance.

---

**SECURITY**

- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

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**SUMMARY**

- The Cardiovascular Services Scheduler is responsible for scheduling appointments and ensuring the smooth operation of the Cardiovascular Services department at UT Southwestern Medical Center. The role involves coordinating with various departments to facilitate patient care and service delivery. The job holder must be skilled in managing complex schedules, ensuring patient satisfaction, and maintaining a high level of organization.

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**EDUCATION and EXPERIENCE**

- Graduate of an accredited Nursing program, BSN required. Must be able to read, write and communicate in English. Current Texas (or BNE Compact State) license; current Basic Life Support (BLS). Current CPR certification required.

---

**Job Duties**

- Leads multidisciplinary team developing, refining, updating, and implementing patient care plans.
- Monitors and updates patient care plans.
- Ensures that all clinical protocols are followed and updated as necessary.
- Communicates effectively with other health care providers, patients, families, other hospital personnel and visitors.
- Demonstrates effective problem-solving skills.
- Collaborates with physicians, unit manager, unit staff, and interdisciplinary team to ensure safe and efficient patient care.
- Assists in setting up schedules for clinic visits as necessary.
- Identifies immediate social, financial, educational, or other family problems, referring those requiring professional attention to other members of social work staff; assists in making patient care coordination needs.
- Provides instructions to patients/families for use of products and services utilizing nursing process to address learning needs.
- Prepares, hangs, monitors, and discontinues IV fluids.
- Set up schedules for clinic visits as necessary.
- Ensures that all medications are administered according to the patient's care plan.
- Receives and checks cash drawer for correctness at beginning and end of shift.
- Issues receipts for cash payments.
- Cashes personal checks for students, staff, and faculty, following established policies.
- Assists in counting cash received.
- Performs other duties as assigned.

---

**KNOWLEDGE, SKILLS and ABILITIES**

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Designs work flows and procedures.
- Treats hospital resources and property with respect and in a manner that reflects awareness of financial responsibility.
- Adheres to all policies and procedures related to safety, infection control, and corporate compliance.
- Including personal citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

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**Working Conditions**

- Work is performed primarily in a hospital or hospital environment. Walking, standing, bending, turning and stooping. Any qualifications to be considered as equivalents in lieu of stated minimum require prior approval of Vice President for Human Resources Administration or his/her designee.

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**Security**

- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

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**Salary**

- Negotiable

---

**Profile**

- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

---

**SUMMARY**

- The Cardiovascular Services Scheduler is responsible for scheduling appointments and ensuring the smooth operation of the Cardiovascular Services department at UT Southwestern Medical Center. The role involves coordinating with various departments to facilitate patient care and service delivery. The job holder must be skilled in managing complex schedules, ensuring patient satisfaction, and maintaining a high level of organization.
CERTIFIED CHAPLAIN - PRN

Abilities:
Communication, organization and interpersonal skills. Basic computer and office skills and use of paging system.

English language proficiency.

Working Conditions:
Minimal physical effort and occasional reaching. Frequent mobility.

精神指导，研讨会和积极参加APC或NACC。维持教会/宗派的认证。

维护及时准确的进度报告、统计数据和项目，以支持部门和

工作环境，提供给所有成员的大学社区的平等机会。

作为平等机会雇主，UT西南医学中心禁止基于种族、颜色、宗教、国籍、性别、性取向、性别认同、性别表达、年龄、残疾、遗传信息、公民身份或退伍军人身份的不正当歧视。

包括但不限于：性骚扰；年龄；残疾；遗传信息；公民身份；和保护退伍军人身份。此外，它是UT西南医学中心政策，禁止基于性别认同或性别表现的歧视。

& accurately documents patient data collected to include: Intake & output, weight, temperature, pulse, respirations, & blood pressure. Recognizes and immediately reports values outside normal parameters to the nurse/physician. Documents

& interprets laboratory tests according to departmental protocols. d. Assesses patient database and identifies biopsychosocial needs. e. Provides relevant counseling and education to patients and significant others within role limitations (such as

& participation in the provision of healthcare to obstetric patients including triage assessment, management of labor and delivery, first assisting at surgery, post-partum care, discharge planning, patient education in the hospital. 3. Participates in the provision of healthcare to obstetric patients including triage assessment, management of labor and delivery, first assisting at surgery, post-partum care, discharge planning, patient education in the hospital.

& proper telephone etiquette and speaks clearly.  Conveys feeling of helpfulness and repeats caller's message to ensure proper communication.  Gives complete attention to caller and hangs up last.     Performs other duties as assigned.

& serves as subject manner resource person and/or preceptor to new staff.  Provides feedback and input for clinical performance evalu- ation form.      Communicates and utilizes

& utilization of the Central Sterile Processing Service.  Communicates items removed from service to Central Sterile Processing Coordinator promptly.     Identifies proper method of sterilization per item to be steri- lized.  Prepares and assembles instruments, supplies, and equipment per

& the healthcare team and declare method of sterilization unsafe for use.    Inspects and cleans steam sterilizers on routine basis. Perform daily Bowie-Dick testing of prevacuum sterilizers and diagnostic testing on steris machine prior to sterilization.

& patterns regarding work flow, air flow, and people flow.   Loads, operates, and unloads ultrasonic washer and washer steril- izer according to manufacturer's instructions.  Prepares and uses disinfectants and chemicals according to

Utilizes proper telephone etiquette and speaks clear- ly.  Conveys feeling of helpfulness and repeats caller's message to ensure proper communication.  Gives complete attention to caller and hangs up last.    Performs other duties as assigned.

results to healthcare team and declare method of sterilization unsafe for use.    Inspect and clean steam sterilizers on a routine basis. Perform daily Bowie-Dick testing of prevacuum sterilizers and diagnostic testing on steris machine prior to sterilization.

Identify broken, damaged instruments/malfunctioning equipment and remove from service. Communicate items removed from service to Central Sterile Processing Supervisor/Coordinator in a timely manner. Identify proper method of sterilization and aseptic presentation. Ensure filters are properly assembled in container systems prior to sterilization. Maintain thorough and accurate sterilization documentation and recordkeeping by maintaining permanent records and test results to the healthcare team and declare method of sterilization unsafe for use. Inspect and clean steam sterilizers on a routine basis. Perform daily Bowie-Dick testing of prevacuum sterilizers and diagnostic testing on steris machine prior to sterilization.

Experience and Education:
High School diploma or equivalent. Must be able to read,

& Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
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**Knowledge, Skills & Abilities**

- Directly related safety experience.
- Performs other duties as assigned.

**Job Duties**

- Reviews research projects submitted for hazardous materials permitting on behalf of chemical safety; denotes and analyzes safety deficiencies and assists with bimonthly Chemical Safety Committee.
- Implements protocols regarding proper hazardous materials management for both the research enterprise and health system to include inventory management, use, security, and disposal.
- Performs other duties as assigned.

- Knowledge, Skills & Abilities:
  - Advanced knowledge of chemical hazards in the laboratory environment.
  - Familiar with applicable laboratory safety regulations and guidelines.

**Working Conditions**

- Work is performed indoors and outdoors. Working conditions involve more than average exposure to hazardous equipment or materials. Response to emergencies or handling of hazardous materials may necessitate the ability to wear a respirator.
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Salary**

- Salary Negotiable

**Summary**

- Works under minimal supervision.
- Reports to the appropriate member of executive team.
- Maintains current documentation of charge processes within institution.

**Pricing Policies and charge capture processes.**

- Performs other duties as assigned.
- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity/affirmative action employer, UT Southwestern Medical Center is committed to compliance with all federal, state, and local laws with respect to employment and all terms and conditions of employment. UT Southwestern Medical Center is subject to the provisions of Texas Education Code 51.215.
requires ability to plan, organize, coordinate, and oversee work of others as necessary to ensure desired results are achieved. Work may require telephone and personal contact with all levels of internal and external personnel and for children, grandchildren or other relation to a patient. Initiates legacy and memory-making activities for the entire family; and advocates for allowing children the choice to say goodbye to their loved one, when developmentally could benefit from child life services. Performs other duties assigned.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In the guidelines set by the hospital. There are also The Belmont Report Ethical Principles and Guidelines for the Protection of Human Subjects of Research that guide the Child Development Specialists role in assessments done for research. Infant Development III and IV, General Movements Assessment, Hammersmith Infant Neurological Assessment, and the Vineland Adaptive Behavior Scales, Third Edition. This position requires a master's level of understanding of child education and professional growth.

Serves as an Executive Committee Member of the Neonatal Evaluation and Outcomes Network (NEON) and Program Coordinator for Reach out and Read (ROR). Working supervision over graduate student early childhood development and experience working with special needs children between the ages 0-3. Experience and knowledge of standardized developmental assessment tools, including administration and interpretation of such tools as developmental counseling experience with children in various settings such as a follow-up clinic or hospital. Experience communicating with parents regarding developmental topics with sensitivity to culture and learning styles. Knowledge of early childhood disorders, child psychology or related field is required. Three (3) years developmental counseling experience with children. Experience communicating with parents regarding developmental topics with sensitivity to culture and learning styles. Knowledge of early childhood disorders, child psychology or related field is required. Three (3) years developmental counseling experience with children. Experience communicating with parents regarding developmental topics with sensitivity to culture and learning styles. Knowledge of early childhood disorders, child psychology or related field is required. Three (3) years developmental counseling experience with children. Experience communicating with parents regarding developmental topics with sensitivity to culture and learning styles. Knowledge of early childhood disorders, child psychology or related field is required. Three (3) years developmental counseling experience with children. Experience communicating with parents regarding developmental topics with sensitivity to culture and learning styles. Knowledge of early childhood disorders, child psychology or related field is required. Three (3) years developmental counseling experience with children. Experience communicating with parents regarding developmental topics with sensitivity to culture and learning styles. Knowledge of early childhood disorders, child psychology or related field is required. Three (3) years developmental counseling experience with children. Experience communicating with parents regarding developmental topics with sensitivity to culture and learning styles. Knowledge of early childhood disorders, child psychology or related field is required. Three (3) years developmental counseling experience with children. Experience communicating with parents regarding developmental topics with sensitivity to culture and learning styles. Knowledge of early childhood disorders, child psychology or related field is required. Three (3) years developmental counseling experience with children. Experience communicating with parents regarding developmental topics with sensitivity to culture and learning styles. Knowledge of early childhood disorders, child psychology or related field is required. Three (3) years developmental counseling experience with children. Experience communicating with parents regarding developmental topics with sensitivity to culture and learning styles. Knowledge of early childhood disorders, child psychology or related field is required. Three (3) years developmental counseling experience with children. Experience communicating with parents regarding developmental topics with sensitivity to culture and learning styles. Knowledge of early childhood disorders, child psychology or related field is required. Three (3) years developmental counseling experience with children. Experience communicating with parents regarding developmental topics with sensitivity to culture and learning styles. Knowledge of early childhood disorders, child psychology or related field is required. Three (3) years developmental counseling experience with children. Experience communicating with parents regarding developmental topics with sensitivity to culture and learning styles.
Faculty Coordinator in maintaining the Total Professional Effort (TPE) data for the department. Support the data collection efforts for contracts and faculty incentive metrics. Review and have working knowledge of patient and quality metrics that...

- Working knowledge of the major clinical Epic modules and workflows at UTSW (EpicCare Inpatient, ASAP, OpTime, Beacon, Phoenix, Stork, EpicCare Ambulatory and Anesthesia; PC proficient including but not limited to Microsoft Office
- Licensure to practice in area of degree if applicable

- 3. Initiates Physician Queries for clarification and specificity as appropriate, following established query guidelines for compliant queries. Performs follow-ups to ensure clarification was...

- Must attain CCDS or CDIP within 6 months in the position; for those without CDI experience must attain CCDS credential after completing the required (2) years in CDI to sit for the exam. Also, prefer (CCS) Certified Coding Specialist.

- Mentor and preceptor for new CDI Specialists as well as more experienced CDI Specialists Perform second level clinical reviews for...

- Must be proficient with computers, and have a working knowledge of 3M 360 & Epic, or similar electronic systems. Experience working in a remote healthcare setting...

- Works collaboratively with, and is a liaison to other Departments, Leadership, Service Line Champions, Physicians, and other members of the Healthcare Team. Train new CDI Staff on CDI concepts, processes, and policies to ensure compliance with organizational, departmental, and regulatory requirements. The CDI Lead may be asked to mentor and precept new CDI Specialists as the first level subject matter expert, mentor, and liaison for the CDI, Coding, and Quality Teams. Works collaboratively with, and is a liaison to other Departments, Leadership, Service Line Champions, Physicians, and other members of the...

- Possesses familiarity with current medical knowledge and other clinical areas practices. Deep understanding of quality reporting and regulatory requirements for same. Working Conditions UT Southwestern Medical Center is...

- Trains new CDI Staff on CDI concepts, processes, and policies to ensure compliance with organizational, departmental, and regulatory requirements. The CDI Lead may be asked to mentor and precept new CDI Specialists as the first level subject matter expert, mentor, and liaison for the CDI, Coding, and Quality Teams. Works collaboratively with, and is a liaison to other Departments, Leadership, Service Line Champions, Physicians, and other members of the...

- Responsible for monitoring of data and reports submitted to regulatory agencies to ensure that reporting requirements of those entities are met in a timely matter. Ensures compliance with all regulatory agencies so that reporting requirements are met in accordance with established timeframes and is compliant with all regulatory aspects. Experience and Education Bachelor’s degree in basic sciences or related field. Two (2) years in the medical field.

- Answers routine questions, or research the answers to more detailed questions and follow up with client to ensure understanding. Maintains daily productivity goals and key indicators, including...

- Must maintain a high level of confidentiality regarding investigations and police operations. Performs other duties as assigned. Knowledge, Skills & Abilities Excellent oral and written communications. Excellent organizational

- Gathers crime and disciplinary referral data from various internal and external sources, such as the Office of Student and Alumni Affairs and law enforcement agencies. Works with the appropriate University Department to identify...

- Familiarization with Title IX Three years or more of work experience with an institution of Higher Education. Experience with policy management software. Job Duties Serves as the institution’s designated "Campus Safety Survey...

- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information. Salary Salary Negotiable Experience and Education High school
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**Job Duties**

- Performs other duties as assigned.
- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status.

- Maintains knowledge of relevant billing issues to reduce automated edits in billing system.
- Maintains patient confidentiality in accordance with university and department policy.

**Subjects**

- When they have tests performed or receive treatment elsewhere.
- May assist with preparation of annual or terminal summary for each research study as well as other required information for Institutional Review Board.
- Prepares data of subjects when they have tests performed or receive treatment elsewhere.

- Performs other duties as assigned.
- Performs other duties as assigned.
- Performs other duties as assigned.

- Ensures adherence to policies and procedures; works with staff functions as needed.
- Provides regular feedback and training to CSA staff regarding performance.
- Gives feedback to Clinic Staff Supervisor for performance reviews of CSA staff.

- Greets and directs patients and/or visitors to appropriate location, providing information as needed.
- Confirms registration information and updates as appropriate; obtains pertinent information to complete all required forms.
- Performs other duties as assigned.

- Ensures adherence to policies and procedures; works with staff functions as needed.
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- Performs other duties as assigned.

- Maintains knowledge of relevant billing issues to reduce automated edits in billing system.
- Maintains patient confidentiality in accordance with university and department policy.

**Other Duties**

- Performs other duties as assigned.
- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status.

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- Confirms registration information and updates as appropriate; obtains pertinent information to complete all required forms.
- Performs other duties as assigned.
CLINICAL RESEARCH ASSISTANT II

May perform some or all of the following:
- Directly interacts with clinical research participants, as required, for the research study (non-Investigator(s) with limited supervision, to coordinate research projects. This position primarily performs participant coordination, however, may conduct data management in smaller departments on as needed basis.
- Collects and enters research data into case report forms or other data collection system.
- Recruits and enrolls patients in research study that may include consenting patients.
- Enters data into case report forms or other data collection system based on research study.
- Monitors patient safety by reviewing records and ensuring appropriate reporting per protocol and HRPP standards.
- Assurance and documentation of patient safety and study protocol while maintaining confidentiality and HIPAA guidelines.
- Ensures quality control of clinical or basic research data in support of multiple and/or complex research studies.
- With adequate training/credentialing and supervision, performs study procedures such as phlebotomy, vital signs, and EKG's needed for research study.
- Responsible for maintaining, modifying, releasing or similarly affecting patient records (including patient financial records).
- Assists in developing website or other social media for marketing/recruiting based on assigned clinical research organizations/departments and agencies including, but not limited to HRPP, FDA, Sponsored Programs, and affiliated hospitals.
- Coordinates data management and collection for national (larger/more complex) research studies.
- Serves as lead in affiliate location requirements.

Job Duties
- May perform some or all of the following:
  - Maintains required subject documentation for each study protocol.
  - Directly interacts with clinical research participants, as required, for the research study (non-Investigator(s) with limited supervision, to coordinate research projects. This position primarily performs participant coordination, however, may conduct data management in smaller departments on as needed basis.
  - Collects and enters research data into case report forms or other data collection system.
  - Recruits and enrolls patients in research study that may include consenting patients.
  - Enters data into case report forms or other data collection system based on research study.
  - Monitors patient safety by reviewing records and ensuring appropriate reporting per protocol and HRPP standards.
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  - Coordinates data management and collection for national (larger/more complex) research studies.
  - Serves as lead in affiliate location requirements.

Knowledge, Skills & Abilities
- Work requires knowledge of basic and clinical research terminology, regulations, and procedures.
- Work requires strong computer skills (spreadsheets, databases, and interactive web-based software).
- Work requires ability to communicate effectively with various levels of internal and external contacts.
- Work requires ability to work with confidential information on daily basis.
- Proactively works to maximize results of the team.
- Knowledge of and experience with regulatory requirements, clinical trials, and research procedures.
- Strong problem-solving and decision-making skills.

Salary
Salary Negotiable

Summary
Works under the direction of an覆ment...
Duties

Responsible for coding concurrent or retrospective inpatient accounts using ICD-10 CM/PCS, in compliance with the Official Coding Guidelines and conventions. Accurately identifies most appropriate Admit Diagnosis, Principal Diagnosis, and/or Condition for Procedure. Maintains and expirations are kept up to date. Able to distinguish between items that need to be reprocessed and that are disposable. Communicates and utilizes proper telephone etiquette and speaks clearly. Escalates any problems and mitigation risks/issues with the project manager throughout the project life cycle. Facilitate communication between project team members, including key stakeholders (physicians and nurses). Develop and maintain competency on pertinent IT systems and applications. Support the process of building hospital-defined reference data in an environment that supports the definition, management, and maintenance of reference data objects. Understand cost, value and utilization of clinic services and patient centered care. Provides independent evaluation, diagnostic clarity and psychotherapy treatment for complex and time-sensitive patient management. Performs other duties as assigned.

Knowledge, Skills & Abilities

- Proficient in ICD-10 coding and clinical guidelines.
- Strong attention to detail.
- Excellent analytical and organizational skills.
- Effective written and verbal communication skills.
- Ability to work independently and as part of a team.
- Demonstrated ability to prioritize and manage multiple tasks.
- Knowledge of medical terminology and clinical processes.
- Experience with electronic medical record (preferably EPIC). Prior ambulatory care or clinical education experience preferred.

Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

Experience and Education

Bachelor's degree in health information management or related field.
Security
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary
Salary Negotiable

Job Summary
Works under general supervision to perform accurate and timely review of intermediate coding and abstracting of UTSW accounts utilizing ICD-9-CM, ICD-10-CM, and CM, HCPCS, and CPT code sets as indicated and according to department procedures. Performs complex coding activities in a manner that meets productivity and quality standards as established by the coding leadership.

Ability to review and verify documentation, code, and abstract. Maintains knowledge of the various subspecialty care provided at UTSW. Recognizes coding guidelines and teaching physician documentation guidelines through participation in continuing education programs. Maintains a thorough understanding of the intricacies of the various patient types cared for at UTSW (inpatient, outpatient, and security).

Professionally and courteously handles all inquiries and requests. Follows the Code of Ethics for Health Information Management Professionals. Demonstrates a willingness and ability to learn coding guidelines, anatomy, physiology, medical terminology, disease processes, and coding systems as well as teaching physician documentation. Communicates with clients, including but not limited to physicians, patients, and coders, in a manner that is professional and courteous, and in a language that is appropriate to the needs of the client.

Required Qualifications
- Bachelor's degree in Health Information Management or closely related field
- Registered Health Information Administrator (RHIA), or Registered Health Information Technician (RHIT), AHIMA Certified Coding Specialist (CCS) credential
- AAPC Certified Outpatient Coder (COC), AAPC Certified Professional Coder (CPC), AAPC Certified Professional Coder-Hospital (CPC-H), or AAPC Certified Interventional Radiology Cardiovascular Coder (CIRCC)

Responsibilities
- Performs accurate and timely review of intermediate coding and abstracting of UTSW accounts utilizing ICD-9-CM, ICD-10-CM, and CM, HCPCS, and CPT code sets as indicated and according to department procedures.
- Performs complex coding activities in a manner that meets productivity and quality standards as established by the coding leadership.
- Ability to review and verify documentation, code, and abstract.
- Maintains knowledge of the various subspecialty care provided at UTSW.
- Recognizes coding guidelines and teaching physician documentation guidelines through participation in continuing education programs.
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- Professionally and courteously handles all inquiries and requests.
- Follows the Code of Ethics for Health Information Management Professionals.
- Demonstrates a willingness and ability to learn coding guidelines, anatomy, physiology, medical terminology, disease processes, and coding systems as well as teaching physician documentation.
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<th>Department</th>
<th>Years</th>
<th>Skills &amp; Abilities</th>
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<tbody>
<tr>
<td>UNIVERSITY CLASSIFIED SAL PLN</td>
<td>REGULATORY COMPLIANCE JR</td>
<td></td>
<td>5</td>
<td>Knowledge and documented procedures for determining how best to correspond with different audiences and executing communications based on in depth understanding of projects. Work requires ability to be action oriented and eager to take on new opportunities and challenges with effective prioritization, high energy, and enthusiasm. Work requires ability to adept at planning and prioritizing work to meet commitments with a keen eye for important detail.</td>
</tr>
<tr>
<td>UNIVERSITY CLASSIFIED SAL PLN</td>
<td>COMPLIANCE CONTENT EDITOR</td>
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<td>10</td>
<td>Experience in writing and editing content for compliance purposes. Should be capable of determining how best to correspond with different audiences and executing communications based on in depth understanding of projects. Work requires ability to be action oriented and eager to take on new opportunities and challenges with effective prioritization, high energy, and enthusiasm.</td>
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<tr>
<td>UNIVERSITY CLASSIFIED SAL PLN</td>
<td>COMPLIANCE AUDITOR</td>
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<td>5</td>
<td>Experience in conducting thorough investigations and ensuring timely resolution and complete documentation of investigations. Responds to data requests under the Freedom of Information Act or in regards to potential/actual litigation. Maintains a database of all investigations and investigations.</td>
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<td>UNIVERSITY CLASSIFIED SAL PLN</td>
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<tr>
<td>UNIVERSITY CLASSIFIED SAL PLN</td>
<td>SCI CHIEF</td>
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<td>3</td>
<td>Leadership experience in managing a team and overseeing research activities. Experience in conducting thorough investigations and ensuring timely resolution and complete documentation of investigations. Responds to data requests under the Freedom of Information Act or in regards to potential/actual litigation. Maintains a database of all investigations and investigations.</td>
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<td>UNIVERSITY CLASSIFIED SAL PLN</td>
<td>PREDICTIONAL DATA SCIENTIST</td>
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**Summary:**
- This position works under close supervision and serves in an assurance/effectiveness capacity, reporting directly to the Compliance Manager. The individual performs and directs others to perform complex data analysis related to specialized research methodologies and results. They manage assigned research projects with minimal input and ensure adherence to all policies and procedures. The position requires the ability to effectively interpret and apply audit objectives and recommendations, prepare work papers to support audit findings and recommendations, and perform other duties as assigned. The individual must maintain effective working relationships with compliance to achieve the objectives of assurance-related assignments and remain abreast of current developments in compliance. They develop and maintain compliance objectives for auditing assignments and perform other duties as assigned. The position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
- The individual must have a Bachelor's degree in a relevant field and a minimum of one year of experience in a related role. They should possess strong analytical, organizational, and communication skills. Experience in auditing, compliance, or related fields is highly preferred.
**Job Title:** Assistant Computer Programmer  

**Department:** Information Resources  

**Salary:** Salary Negotiable  

**Experience and Education:** Bachelor's Degree  

**Job Summary:** Works under direct supervision to develop, test, and modify computer programs. 

1. Participates in the design and development of computer programs and applications. 
2. Analyzes and interprets system requirements to determine appropriate software solutions. 
3. Writes, tests, debugs, and modifies programs to meet specified requirements. 
4. Documents development procedures and maintains program documentation. 
5.Interfaces with other computer programmers and system analysts to ensure compatibility and integration of programs. 
6. Participates in system testing and troubleshooting to ensure program functionality. 
7. Keeps abreast of developments in computer programming technology and recommends new or revised classes, seminars, and reference materials; makes revisions as appropriate. 
8. Ensures classrooms and meeting rooms are appropriately prepared for events. 
9. Keeps current all "paperwork" (hard-copy and electronic) associated with classes, meetings, and other events. 
10. Performs other duties as assigned. 

**UT Southwestern Medical Center:** Is committed to an educational and working environment that provides for the full participation of all qualified individuals without regard to race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

**Security:** This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
Pos. 9.22, Master of Science in Nursing, UT Southwestern Medical Center. Provides leadership in the coordination of clinical care, assessment, and patient education. Demonstrates ability to prioritize tasks and effectively manage resources.

Job Duties
- Coordinates leadership needs as needed. Listens to customer needs and responds in a courteous and tactful manner; provides timely feedback to the customer in a clear and concise manner; uses professional judgment in providing information based on the situation while remaining sensitive to individual and organizational concerns; consistently ensure that proprietary or sensitive information is kept private and confidential. Demonstrate responsible use of resources and contribute to the safety environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; age; gender identity; gender expression; sexual orientation; disability; genetic information; or other characteristic protected by applicable law.
- Coordinates daily calendar personnel issues. Maintains appropriate financial and personnel records and prepares online and paper documents as needed. Opens, reviews, sorts, and prioritizes incoming correspondence following established procedures. Flags important and time-sensitive documents that require immediate attention; copies and distributes documents as appropriate; responds to invitations and meeting requests as directed and/or appropriate. Coordinates leader(s)' daily calendar projects and important deadlines. Maintains filing system and calendar dates. Works with director of finance and director of administration to ensure timely and effective resolution. Assists the CDI Manager with the development and analysis of reports to identify key metrics to monitor CDI program success and identify potential for process improvement and educational opportunities. Provides back up coverage as needed for the coding team. Provides new coder onboarding education/training in collaboration with the coding manager. Assist coding manager with coding leadership and other departments to provide coding support through data analysis and system functionality. Functions as a subject matter expert for the coding team and other personnel to answer questions, assist with problem resolution, and special projects assigned by department leadership. Demonstrates skill in prioritizing, and performing a variety of duties within an environment where demonstrations of time management, accuracy, and attention to detail are critical. Ensures compliance with all applicable University, governmental, and regulatory standards and legal requirements with minimum supervision. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; age; gender identity; gender expression; sexual orientation; disability; genetic information; or other characteristic protected by applicable law.
- Designates a dedicated specialist for monitoring, analyzing, and evaluating the coding system of the hospital. Assists the CDI Manager with the development and analysis of reports to identify key metrics to monitor CDI program success and identify potential for process improvement and educational opportunities. Provides back up coverage as needed for the coding team. Provides new coder onboarding education/training in collaboration with the coding manager. Assist coding manager with coding leadership and other departments to provide coding support through data analysis and system functionality. Functions as a subject matter expert for the coding team and other personnel to answer questions, assist with problem resolution, and special projects assigned by department leadership. Demonstrates skill in prioritizing, and performing a variety of duties within an environment where demonstrations of time management, accuracy, and attention to detail are critical. Ensures compliance with all applicable University, governmental, and regulatory standards and legal requirements with minimum supervision. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; age; gender identity; gender expression; sexual orientation; disability; genetic information; or other characteristic protected by applicable law.
- A focused team working together to ensure the highest quality of food, service, and experience for our guests. Our team is dedicated to providing exceptional customer service, maintaining a clean and safe environment, and ensuring the delivery of delicious, nutritious meals.
- Working conditions: Requires moderate physical effort; must be able to lift 50 pounds. Must be able to work in an environment with varying noise level, variation of temperatures, and chemical substances.

Security
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
- Salary: Negotiable
- Experience and Education: High school diploma or equivalent. Ability to read, write, and speak in English.

Job Duties
- Provides services, information and directions to students, employees and visitors to the University and the community. Assists with special events and programs. Acts as a liaison between the community and the University. Provides security services to the University and its employees. Maintains order and security on University property. Responds to calls for assistance. Maintains a broad knowledge of the organization to effectively interact with key stakeholders. Assists in the coordination of special events, such as athletic events, parades, etc. Provides courtesy and professional assistance to people in the community. Responds to incidents and situations that may arise and make decisions based on the situation. Provides information and assistance to people. Maintains a broad knowledge of the organization to effectively interact with key stakeholders.
- Additional Responsibilities (may include some or all of the following:
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- In the event of an emergency or other major incident, the security officer must be able to communicate effectively with all appropriate parties and to ensure that all necessary information is relayed in a clear and concise manner. The security officer must be able to understand and follow directions quickly and accurately. The security officer must be able to maintain a calm demeanor in high-pressure situations. The security officer must be able to provide accurate and timely information to the appropriate parties. The security officer must be able to provide accurate and timely information to the appropriate parties.
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<th>Title</th>
<th>Responsibility</th>
<th>Education/Experience Required</th>
<th>Other Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credentialing and Medical Staff Coordinator SR</td>
<td>0306</td>
<td>Off-Admin Supp-Admin Assist</td>
<td></td>
<td>Performs other duties as assigned.</td>
<td>High School graduate or GED and four (4) years of related experience required.</td>
<td>Performs other duties as assigned. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of: sexual orientation, gender identity, or gender expression. <strong>Other Duties:</strong> Performs other duties as assigned.</td>
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<td>Position</td>
<td>Start Date</td>
<td>End Date</td>
<td>Category</td>
<td>Salary</td>
<td>Experience and Education</td>
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<tr>
<td><strong>Custodial Quality Assurance Coordinator</strong></td>
<td><strong>01/01/2023</strong></td>
<td><strong>12/31/2023</strong></td>
<td><strong>ALLIED</strong></td>
<td>$2,769.42</td>
<td>High School diploma or equivalent, Associates degree in related field preferred, and two (2) years of housekeeping or quality assurance experience. Proficient computer skills, including knowledge of cleaning management software.</td>
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<tr>
<td><strong>Customer Service Team Lead</strong></td>
<td><strong>01/01/2023</strong></td>
<td><strong>12/31/2023</strong></td>
<td><strong>ALLIED</strong></td>
<td>$105,033.00</td>
<td>Experience and Education: 4 years of related experience, including 2 years managing a team. Requires ability to lift 5 pounds of records. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern Medical Center is committed to the principle of non-discrimination in employment, as required by law. Requires effective oral and written communication skills. Work requires proficient keyboarding and 10-key calculator skills. Work requires demonstrating accuracy skills and possessing strong math aptitude skills.</td>
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<tr>
<td><strong>Cytogenetics Technologist</strong></td>
<td><strong>01/01/2023</strong></td>
<td><strong>12/31/2023</strong></td>
<td><strong>UNIV</strong></td>
<td>$54,337.00</td>
<td>Experience and Education: At least a Bachelor’s degree in a related field. 5 years of experience in a related field, OR a combination of education and experience. Requires ability to lift 5 pounds. Deals primarily with the detection of chromosomal abnormalities. Requires effective oral and written communication skills. Work requires proficient keyboarding and 10-key calculator skills. Work requires demonstrating accuracy skills and possessing strong math aptitude skills.</td>
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</table>

**Job Duties**: Provides guidance and support to the laboratory and medical staff. Ensures compliance with regulations and standards. Assists with the administration of laboratory operations. Participates in quality improvement initiatives. Assists in the development and implementation of policies and procedures. Conducts training and education sessions. Performs other duties as assigned. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern Medical Center is committed to the principle of non-discrimination in employment, as required by law. Requires effective oral and written communication skills. Work requires proficient keyboarding and 10-key calculator skills. Work requires demonstrating accuracy skills and possessing strong math aptitude skills.
The University of Texas Southwestern Medical Center is committed to an inclusive, harassment-free environment for all employees and students. We value diversity and strongly prohibit discrimination on the basis of race, gender, sexual orientation, gender identity, or gender expression, age, disability, genetic information, citizenship status, and protected veteran status. We also prohibit unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex (including gender identity and gender expression); sexual orientation; genetic information; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

The University of Texas Southwestern Medical Center provides equal opportunity for all employees and students to work in a safe and healthy environment. The University is committed to providing reasonable accommodations to ensure that qualified individuals with disabilities are able to perform their job functions. It is the University’s policy to provide equal access to education and employment for all individuals on the basis of their abilities and qualifications. Inquiries concerning accommodations oraccess to the University's facilities should be directed to the Office of Access and Compliance, 214-648-3148, or email: ac@utsouthwestern.edu. A complete statement on UT Southwestern’s commitment to equal employment opportunity and non-discrimination is available on the University’s website at www.utsouthwestern.edu.

The University of Texas Southwestern Medical Center is dedicated to providing a safe and healthy working environment for all employees. We are committed to preventing workplace violence and ensuring the safety and security of all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex (including gender identity and gender expression); sexual orientation; genetic information; age; disability; genetic information; citizenship status; and protected veteran status. The University also prohibits discrimination in its educational programs, activities, and facilities on the basis of race; color; religion; national origin; sex (including gender identity and gender expression); sexual orientation; genetic information; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

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No text content available.
Security
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information

Salary
Salary Negotiable

Experience and Education
Bachelor's degree in information technology.

Description
This position is responsible for upgrading computer hardware and software as released, with appropriate internal and external resources. Maintains confidentiality of database records, ensures information security procedures are in place to protect this confidentiality, and oversees adherence to such procedures. This position supervises a staff that has administrative and facilities (office furniture and equipment) responsibilities. Plans and supervises upgrades, changes and maintenance for the servers that support the operating system (including the file servers). Assures availability and compatibility of critical server applications and related hardware. Utilizes backup and recovery procedures to assure recovery of lost data. Monitors and audits server hardware and software. Conducts bi-monthly backups of information to off-site storage, including current and historical data. Specializes in the implementation and operation of an on-site backup system for critical data. Develops and implements maintenance and administration procedures for EPSi to ensure optimal performance. Proactively monitors system to determine early warning signs of issues. Creates, documents and disseminates system maintenance and administration procedures and methods. Monitors and audits system performance and provides recommended solutions and enhancement to improve system performance. Preps, updates and maintains system documentation. Works with system users to make recommendations, receive feedback, and test additions and/or enhancements to automated database systems so that systems are continuously updated with the latest information. Works with system users to make recommendations, receive feedback, and test additions and/or enhancements to the server host environment so that the environment is continuously updated with the latest information. Acts as fire safety coordinator or facilitator during fire drills and fire safety training events. Also responsible for preparation and updates of Departmental business continuity plan documentation. Supervises staff in performance of duties. Acts as fire safety coordinator or facilitator during fire drills and fire safety training events. Also responsible for preparation and updates of Departmental business continuity plan documentation. Supervises staff in performance of duties. Performs special projects as assigned.

Job Responsibilities
1. Supervises a staff that has administrative and facilities (office furniture and equipment) responsibilities. Plans and supervises upgrades, changes and maintenance for the servers that support the operating system (including the file servers). Assures availability and compatibility of critical server applications and related hardware. Utilizes backup and recovery procedures to assure recovery of lost data. Monitors and audits server hardware and software. Conducts bi-monthly backups of information to off-site storage, including current and historical data. Specializes in the implementation and operation of an on-site backup system for critical data. Develops and implements maintenance and administration procedures for EPSi to ensure optimal performance. Proactively monitors system to determine early warning signs of issues. Creates, documents and disseminates system maintenance and administration procedures and methods. Monitors and audits system performance and provides recommended solutions and enhancement to improve system performance. Preps, updates and maintains system documentation. Works with system users to make recommendations, receive feedback, and test additions and/or enhancements to automated database systems so that systems are continuously updated with the latest information. Works with system users to make recommendations, receive feedback, and test additions and/or enhancements to the server host environment so that the environment is continuously updated with the latest information. Performs special projects as assigned.

Knowledge, Skills & Abilities
Work requires good organizational skills. Working Conditions
Work is performed primarily in office area. Any qualifications to be considered as equivalents in lieu of stated minimum require prior approval of Vice President/Chief Information Officer.

UT Southwestern Medical Center is committed to diversity, equity and inclusion. UT Southwestern is an equal opportunity and affirmative action employer. We are committed to fostering an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression.

Supervisory Experience
This position supervises a staff that has administrative and facilities (office furniture and equipment) responsibilities. Plans and supervises upgrades, changes and maintenance for the servers that support the operating system (including the file servers). Assures availability and compatibility of critical server applications and related hardware. Utilizes backup and recovery procedures to assure recovery of lost data. Monitors and audits server hardware and software. Conducts bi-monthly backups of information to off-site storage, including current and historical data. Specializes in the implementation and operation of an on-site backup system for critical data. Develops and implements maintenance and administration procedures for EPSi to ensure optimal performance. Proactively monitors system to determine early warning signs of issues. Creates, documents and disseminates system maintenance and administration procedures and methods. Monitors and audits system performance and provides recommended solutions and enhancement to improve system performance. Preps, updates and maintains system documentation. Works with system users to make recommendations, receive feedback, and test additions and/or enhancements to automated database systems so that systems are continuously updated with the latest information. Works with system users to make recommendations, receive feedback, and test additions and/or enhancements to the server host environment so that the environment is continuously updated with the latest information. Performs special projects as assigned.

Supervisory Skills
Work requires good organizational skills. Working Conditions
Work is performed primarily in office area.
Community An Assistant Diagnosing and Therapeutic Assistant  

Scope of Work: In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; and/or national origin. All practices or activities associated with the University’s Equal Opportunity and Affirmative Action Program are in compliance with the requirements of the U.S. Department of Education and the Office for Civil Rights. The University’s policies and practices are also in conformity with all federal and state laws.

The primary responsibility of the Research Assistant at UT Southwestern is to provide research support for the research projects of the faculty members in the field of nutrition. The Research Assistant is expected to maintain a high level of professional integrity and aesthetics - ensure all areas are safe and clean. Use appropriate safety measures including personal protective equipment as necessary. Clean, disinfect, and rinse dialysis machines in accordance with policy and procedures. The Research Assistant is also responsible for the following:

- Maintaining the documentation of all procedures and activities performed.
- Assisting in the development of nutrition plans based on the patient’s dietary needs and preferences.
- Communicating special dietary needs with the diet office and clinical staff members.
- Developing subjective global assessment with biochemical data to develop an appropriate nutrition plan.
- Ensuring the accuracy and completeness of all documentation related to nutrition plans.
- Participating in the training of other nutrition staff members.

Qualifications: The Research Assistant is expected to have the following qualifications:

- Bachelor’s degree in nutrition or a related field.
- At least one year of experience in a healthcare setting.
- Strong computer skills, including proficiency in Microsoft Office applications.
- Excellent communication skills, both written and verbal.
- Ability to work independently and as a member of a team.
- High level of professionalism and integrity.
- Ability to prioritize and manage multiple tasks effectively.

Preferred Qualifications: The Research Assistant is preferred to have the following:

- Relevant experience in the field of nutrition.
- Certification as a Registered Dietitian (RD).
- Experience in managing special diets in a healthcare setting.

Salary: Salary Negotiable

Summary: Works under general supervision to assist in the implementation and coordination of programs in the Office of Development and Alumni Relations (DAR). Provide support for special and ad-hoc projects related to work and operations of assigned programmatic unit(s). Provide general administrative support for assigned business units in the Office of Development and Alumni Relations. Engage in various special projects as needed.

Job Duties:

- Assist with implementation and coordination of programs in the Office of Development and Alumni Relations (DAR).
- Provide support for special and ad-hoc projects by the Office of Development and Alumni Relations.
- Manage, track, and order office supplies.
- Manage, track, and order office equipment.
- Develop, manage, and track projects.
- Create new constituent records in the CRM with full accountability to DAR.
- Acknowledge letters that include tax substantiations for gifts received adhering to University policies and standards for timely receipting and/or acknowledgement.
- Conduct prospect research and analysis.
- Write, edit, and format acknowledgement letters, proposals, grant applications, stewardship reports, invitation packages, event programs, email communications, web copy, presentations, news releases, and special correspondence.
- Convey the voice and style of the President and other University leaders.
- Recognize and manage the development and writing letters, proposals, and other communications to UTSW alumni, friends, donors, and other key constituents from the President and other University leaders.
- Communicate effectively with a wide variety of internal and external stakeholders, including faculty, senior leadership, administrators, alumni, donors, and community supporters.
- Ensure all communications are consistent with the University’s brand and messaging.
- Ensure all communications are in compliance with legal and regulatory requirements.
- Ensure all communications are in alignment with the University’s strategic priorities.
- Ensure all communications are in alignment with the University’s mission and values.
- Ensure all communications are in alignment with the University’s culture and traditions.
- Ensure all communications are in alignment with the University’s governance and compliance policies.
- Ensure all communications are in alignment with the University’s ethical standards.
- Ensure all communications are in alignment with the University’s financial constraints.
- Ensure all communications are in alignment with the University’s operational effectiveness.
- Ensure all communications are in alignment with the University’s performance measures.
- Ensure all communications are in alignment with the University’s risk management practices.
- Ensure all communications are in alignment with the University’s sustainability initiatives.
- Ensure all communications are in alignment with the University’s social responsibility goals.
- Ensure all communications are in alignment with the University’s diversity and inclusion goals.
Security This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary
Salary Negotiable

Job Summary
The Sr. Diversity and Inclusion Specialist serves as the Senior Liaison for Diversity and Inclusion initiatives and oversees programs and policies that support diversity, equity, and inclusion within the UT Southwestern Medical Center (UT Southwestern). The incumbent is responsible for the development of comprehensive strategies that facilitate the creation of an inclusive work environment and inclusive culture. This position reports to the Chief Diversity and Inclusion Officer.

Experience and Education
High school diploma or equivalent required. Bachelor's degree in a related field preferred. Two years of related experience required. Education or experience in program management, marketing, communications, website design, or related fields preferred. Experience in a healthcare environment and community outreach a plus.

Knowledge, Skills, & Abilities
- Strong organizational skills and the ability to manage multiple projects and tasks simultaneously.
- Excellent written and verbal communication skills.
- Ability to effectively prioritize competing project timelines.
- Experience working with diverse populations and providing culturally sensitive services.
- Knowledge of diversity, equity, and inclusion best practices and compliance with relevant laws and regulations.
- Ability to work collaboratively with various departments and stakeholders.

Responsibilities
1. Develop, implement, and evaluate diversity and inclusion initiatives and programs.
2. Serve as a liaison between OIEA and UT Southwestern's Business Resource Groups.
3. Assist UT Southwestern in recruitment and retention efforts by building diversity and inclusion initiatives into strategic planning.
4. Serve as a resource to the University community on diversity, equity, and inclusion issues.
5. Work with the Office of the Provost, Institutional Equity and Access, and University Communications to develop and implement diversity and inclusion communication strategies.
6. Perform other duties as assigned.

Knowledge, Skills, & Abilities
- Strong professional presence that is collaborative and team-oriented.
- Able to effectively work across global cultures and partner with organizational and community leaders.
- Strong technical skills as a software designer, tester, and developer.
- Excellent communication skills, both verbal and written.
- Ability to multitask and work independently.
- Knowledge of digital tools, including Google Analytics, social media dashboards, and video and editing software.
- Sophisticated understanding of digital user behavior and ability to apply best practices, newest breakthroughs, and direction.
- Ability to write and produce content that is engaging and informative.
- Knowledge of search engine optimization and analytics.
- Proficiency in software such as Photoshop, Canva, etc.
- Ability to maintain confidentiality of information as appropriate.
- Strong problem-solving ability.
- Ability to prioritize and manage time effectively.
- Experience with digital media, including social media, video, and web design.
- Strong attention to detail.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression. This policy applies to all University employees and students. Individuals may contact the Office of Equity and Access at (214) 645-2000 to file a complaint or to obtain further information about this policy.

Working Conditions
Work is performed primarily in an office environment. UT Southwestern Medical Center is an equal opportunity employer.
Salary Negotiable

Job Summary

Works under general supervision to coordinate, lead, and participate in the implementation, evaluation, and on-going monitoring of UT Southwestern System Quality Improvement Programs.

Experience

- Bachelor's degree in health care administration, public health or a related field. Master's degree preferred.
- Over five years of experience in clinical, research or academic quality improvement programs.
- Experience with Sigma and/or other improvement methodologies preferred, as well as working knowledge of process improvement methods, statistical process control techniques and database applications.
- Superior working knowledge of MS Office applications, particularly Excel, and modeling and development of data displays required.

**Essential Functions:***

1. **Analyzes and organizes data using the appropriate analytical and statistical methods.**

2. **Works with Information Resources, Enterprise Data Services to identify extracts, validate and manipulate IT resources.**

3. **Models data and develops data displays using Excel and QlikView, as needed.**

4. **Participates in the development of QI tools and methodologies to medical students and other QI trainees.**

5. **Serves as QI Advisor for students seeking Distinction in Quality Improvement and Patient Safety.**

6. **Serves as an advisor to medical students and others for the UT System Quality Improvement Projects.**

7. **Involved in the Quality and Outcome Education and Simulation Center projects.**

8. **Other Duties:**

   - Performs other duties as assigned.

**UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, it is the policy of UT Southwestern Medical Center that discrimination on the basis of sexual orientation, gender identity, or gender expression is prohibited.**

**Other Duties:**

- Performs other duties as assigned.

**UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, it is the policy of UT Southwestern Medical Center that discrimination on the basis of sexual orientation, gender identity, or gender expression is prohibited.**

**Other Duties:**

- Performs other duties as assigned.
ELECTRICIAN SR

Duties
2. Trouble-shoot and diagnose problems in electric brakes, motors, switches, variable frequency drives.

Experience and Education
High School diploma, 4 years of experience in electrical maintenance on rack and pinion industrial elevators.
**EMS QUALITY MANAGEMENT COORDINATOR**

- The primary role of the EMS Quality Management Coordinator is to oversee and maintain the quality of EMS services. This involves reviewing medical records and ensuring that all procedures are conducted according to standard protocols.

- The coordinator is responsible for managing the monitoring, analyzing, and reporting on system status related to quality of clinical care. This includes overseeing EMS Quality Management and coordinating with other departments to ensure a high-level clinical quality program.

- The role requires experience in EMS and 5 years of experience in related fields. NIMMS training is preferred, and the candidate must be able to read, write, and communicate in English.

**Southwest's Online Medical Program**

- The Online Medical Program at UT Southwestern Medical Center is designed to provide quality medical care to patients in a virtual environment. The program involves the use of technology to conduct medical consultations and procedures.

- Key responsibilities include managing telemedicine consultations, reviewing medical records, and ensuring that all procedures are conducted according to established guidelines.

- The program requires a strong understanding of EAP principles, services, and resources, as well as excellent communication skills. The candidate must be able to work independently and prioritize tasks effectively.

- The program is committed to providing equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status.

**Human Resources**

- The Human Resources department at UT Southwestern Medical Center is responsible for managing the recruitment, training, and development of employees. The department ensures that all employees have equal opportunity to meet goals.

- The Human Resources department requires written and verbal communication skills, with the ability to prioritize and organize tasks effectively. The candidate must be able to develop, recommend, and implement policies and procedures relating to Human Resources.

- The department is committed to providing equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status.

**Security**

- The Security department at UT Southwestern Medical Center is responsible for maintaining safety and security on campus. The department ensures that all employees have equal opportunity to meet goals.

- The Security department requires written and verbal communication skills, with the ability to prioritize and organize tasks effectively. The candidate must be able to develop, recommend, and implement policies and procedures relating to Human Resources.

- The department is committed to providing equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status.
The Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination.

3. Based on placement goals, assists departments in the development & monitoring of action-oriented plans to meet those goals.

4. Assists in collecting and monitoring transactional data analysis techniques, database structures, HRIS and statistical data management including current HR technologies and reporting tools.

Advanced knowledge of statistical analysis and research methodology.

Ability to think strategically and implement initiatives to improve processes and outcomes.

Proactive and collaborative approach to problem solving.

Excellent communication and interpersonal skills.

Strong attention to detail and ability to prioritize and manage multiple tasks.

Proficiency in Microsoft Office applications.

Advanced knowledge of Microsoft Excel.

**Skills Required:**

- EEO laws and OFCCP regulations (i.e., EO11246, Title VII, FLSA, FMLA, USERRA, Fair Labor Standards Act, American with Disabilities Act).

- Ability to effectively communicate with individuals at all levels of the organization.

- Ability to work independently and as part of a team.

- Ability to handle sensitive information with confidentiality and discretion.

- Ability to prioritize tasks and meet tight deadlines.

- Strong organizational and project management skills.

- Strong attention to detail.

- Good written and verbal communication skills.

- Ability to work with a diverse group of people and drive for results.

**EVIDENCE/PROPERTY ROOM TECHNICIAN**

- **Law:** The University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran.
- **Executive Presence:** Strong executive presence to effectively consult with sr. leaders, and present recommendations, data and concepts with confidence and credibility. Demonstrated competency in group facilitation and planning, individual and group coaching sessions to relevant teams working toward a common goal. Serve as an Executive Coach within UT Southwestern Leadership Programs. Develop and deliver Coaching skills workshops within leadership development in a healthcare or university environment with Faculty and Physicians, or equivalent experience. Accredited Coach Training Program (ACTP) to be certified by the International Coach Federation (ICF).
- **Preferred Experience:** Experience coaching demonstrating leadership to maintain credibility, trust, and cooperation with Executive Leaders; oversees and facilitates flow of information among the areas that report directly to the President. Communicates directly and on behalf of the President to other UT Southwestern leaders and departments, including faculty and physicians. A high degree of personal initiative and the ability to work without direct supervision in an unstructured setting to effectively and efficiently carry out the responsibilities of the position. Must be able to manage multiple priorities, and meet deadlines.

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**Security Officer**

- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

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**Information Systems Analyst**

- **Salary:** Negotiable

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**Evidentiary Room Security Officer**

- **Salary:** Negotiable

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**AFIS Security Officer**

- **Salary:** Negotiable

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**University Classified Sal Pln**

- **Salary:** Negotiable

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**Information Security Analyst**

- **Salary:** Negotiable

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**Information Security Engineer**

- **Salary:** Negotiable

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**Information Security Consultant**

- **Salary:** Negotiable

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**Information Security Specialist**

- **Salary:** Negotiable

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**Information Security Officer**

- **Salary:** Negotiable

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**Information Security Manager**

- **Salary:** Negotiable

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**Information Security Director**

- **Salary:** Negotiable

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**Information Security Consultant**

- **Salary:** Negotiable

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**Information Security Specialist**

- **Salary:** Negotiable

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**Information Security Officer**

- **Salary:** Negotiable

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**Information Security Manager**

- **Salary:** Negotiable

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**Information Security Director**

- **Salary:** Negotiable

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**Information Security Consultant**

- **Salary:** Negotiable

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**Information Security Specialist**

- **Salary:** Negotiable

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**Information Security Officer**

- **Salary:** Negotiable
Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful heat, moisture, cold conditions, and contact with animals, animal odors, lifting, moving heavy equipment, and occasional work where biohazardous, chemicals, or zoonotic diseases will require use of appropriate safety procedures.

UT Transport, pick-up and deliver sensitive, confidential and critical clinical material such as, pharmaceuticals, investigational drugs, radiology film, patient reports and pre-surgical orders; travel between floors, buildings and clinics by motor prior approval of Vice President for Human Resources Administration or his/her designee.

This position is security-sensitive and thereby subject to the provisions of Texas Education Code 51.215.

UT Southwestern Medical Center is committed to seek opportunities to learn and demonstrate knowledge. Utilizes downtime to assist others and/or to provide additional amenities to patients and/or patients' families. Performs other duties as assigned. **Other Duties:** Performs Exercise Physiology and no experience is required. **Basic Life Support (BLS) certification, course accredited by the American Heart Association (AHA) and ACLScourse accredited by the American Heart Association Security This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information

Salary
Salary Negotiable

Experience and Education
Master's degree in

Practitioner's Progress
Reports any physical changes to physician in prompt manner.

Patient's resources
Displays good knowledge of patient's resources and

Preferred: One (1) year experience.

Job Duties

Pre-visit calls
Coordinate services needed consequent to the receipt of pre-visit questionnaires. Be the first to welcome executive

Health Coordinator
Under the leadership of Executive Health Administrator, the Nurse Coordinator works collaboratively with various clinical and ancillary services as well as support services

specifically, the delivery of care.

Designs and develops internal control systems to ensure clinic processes are functioning as intended. Consults with legal, internal audit, risk management, and other UTSW departments as necessary.

performs strategic leadership, oversight, and management of the day-to-day operations of the Executive Health Clinic including supervision of team of RNs, MOAs, and CSAs, and other resources as needed by the

Knowledge, Skills & Abilities
Work requires work experience in Compensation practices and

including executive benchmarking, leveling, pay recommendations, and executive transactions, including promotions and external offers. Proactively recommend improvements or changes to current executive compensation programs, policies,

performs job analysis, documentation, and evaluation for executive and upper management positions within the institution. Provides advice and counsel to executive leadership on matters of compensation, job design, and the institution's pay

Security
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information

Salary
Salary Negotiable

Experience and Education
Bachelor's degree in
University Classified Sal Pln

2022
$9,501.25
$8,096.25

3C2B

PROF
$133,641.00
2022
$76,714.00
$50.50

4A3

$438.52
Y
$60.22

UNIV
$10,437.50
University Classified Sal Pln

$82.66
$63,804.00
$36.88

Y

UNIV

Coord
accomplishing goals. Work requires creation and dissemination of complex spreadsheets and models. Work requires strong interpersonal, presentation, and organizational skills. Work requires leadership qualities to interpret and translate deliverables. Completes complex projects as requested. Performs other duties as assigned. Knowledge, Skills & Abilities

Work requires forecasting and analyzing revenue and expense reports. Work requires strong oral and written communication recommendations for optimizing impact on business initiatives. Performs financial analysis on various projects. Accesses and utilizes financial data from various data sources. Develops and manages work plans to meet target dates and initiatives depending on department needs. Job Duties

Provides financial support for all areas of department. Reviews and plan for various financial projections within team. Identifies areas of financial risk, present findings, and makes positions on internal and external websites, and develops new recruiting sources. Assists in projects as directed by the Manager. Performs other duties as assigned. Knowledge, Skills & Abilities

Work requires good organizational skills. Work specifies current needs; facilitates job openings in the HCM system. Consults with Departments on staffing needs. Develops and executes appropriate sourcing plan. Pre-selects and qualifies candidates. Assist with scheduling and coordination of working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and working conditions.

Work is performed in a hybrid office model, with the reservation to change at any time. Any position effectively both independently and cooperatively as a member of a team. Work requires extensive experience with spreadsheet, word processing, and database software. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Work requires ability promoting and developing, recommending, and implementing policies and procedures relating to assigned activity, program, or function. Working conditions.

Promotion & Tenure Process. Coordination of the annual Post Tenure Process. Coordination of the annual faculty evaluation process. Coordination of design/launch of a variety of RedCap surveys for senior physician leadership. May provide data Departments/Centers/Schools. Review/approval of Peoplesoft HCM forms. Responsible for managing the transcripts for all Faculty in assigned Departments/Centers/School. Coordinates all aspects of new and existing faculty academic contributing towards years of experience. Preferred: Minimum one (1) year experience on the UT Southwestern Medical School Dean’s Office team as a Faculty Coordinator. Job Duties

Faculty Affairs liaison to assigned experience and education.

High school graduation or equivalent and eight (8) years administrative experience in business, medical, scientific, or health care environment. Advanced degree may experience and education.

Extensive experience with spreadsheet, word processing, and database software. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Work requires ability reporting. May provide consultative direction to academic units on best practices specific to Faculty employment activity and participate in process improvements, training and educational programs related to Faculty employment processes and complex departments. Assists in the Records Retention process, per policy. Assists with the annual faculty contracts (MOAs). Coordinates with the annual Promotion & Tenure Process. Coordinates with the annual Post Tenure faculty conferences and retreats. May coordinate department faculty conferences and retreats. May gather information to ensure compliance of malpractice/risk management for faculty, fellow and residents. May coordinate department faculty conferences and retreats. May gather information to ensure compliance of malpractice/risk management for faculty, fellow and residents. May coordinate department faculty conferences and retreats. May gather information to ensure compliance of malpractice/risk management for faculty, fellow and residents.

May gather information to ensure compliance of malpractice/risk management for faculty, fellow and residents. May coordinate department faculty conferences and retreats. May gather information to ensure compliance of malpractice/risk management for faculty, fellow and residents.
**Hospital Classified Salary Plan**

**Medical Technician-MOA**

- **Salary**: $63,804.00
- **Base**: $114,013.00
- **Increment 1**: $5,758.13

**Duties and Responsibilities**

- Generates invoices for clients using flow services.
- Attends continuing education seminars and maintains knowledge of flow cytometry.
- Ensures proper cleaning, calibration, and maintenance of laboratory instruments.
- Participates in various accreditation processes as directed.
- Organizes and participates in conferences, seminars, and technical meetings.
- Arranges for maintenance and repair of equipment.
- Participates in a learning environment.

**Qualifications**

- ARRT (MR) or American Registry of Magnetic Resonance Imaging Technologists (ARMRIT)
- Basic Life Support (BLS) certification, course accredited by the American Heart Association (AHA) or American Red Cross (ARC)

**Security**

- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UTSouthwestern to obtain criminal history record information.

- **Salary**: Negotiable

- **Experience and Education**
  - American Registry of Magnetic Resonance Imaging Technologists (ARMRIT)
  - Basic Life Support (BLS) certification, course accredited by the American Heart Association (AHA) or American Red Cross (ARC)
University of Texas at Dallas

UNIVERSITY OF TEXAS AT DALLAS

1. **GENETIC COUNSELOR**
   - **Job Duties:**
     - Educates patients and families about genetic counseling services.
     - Assists in genetic testing and genetic counseling sessions.
     - Provides written summaries to patients.
   - **Qualifications:**
     - BA or BS degree in biology, nursing, or other related field and six (6) years of genetic counseling experience; MS degree in related field and three (3) years of genetic counseling experience; or professional equivalent.
     - Certification in genetic counseling from a board accredited program in genetics.
     - Must have a background in genetics and be able to perform genetic testing.

2. **FLOW CYTOMETRY SPECIALIST SR**
   - **Job Duties:**
     - Preps flow cytometry samples.
     - Performs flow cytometry analysis.
     - Ensures samples are prepared for analysis.
   - **Qualifications:**
     - BA degree in life science; BS degree in related field; or professional equivalent.
     - Experience in flow cytometry.

3. **UNIVERSITY FACULTY**
   - **Job Duties:**
     - Teaches courses in the field of biology.
     - Performs research in the field of biology.
   - **Qualifications:**
     - PhD degree in biology, or professional equivalent.
     - Experience teaching and conducting research in biology.

4. **THE UNIVERSITY OF TEXAS SOUTHWESTERN MEDICAL CENTER**
   - **Job Duties:**
     - Performs other duties assigned or requested.
   - **Qualifications:**
     - BA or BS degree in related field.
     - Experience in related field.

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**Other Duties:**
- Performs other duties as assigned.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an Affirmative Action/Equal Opportunity Employer, UT Southwestern prohibits unlawful discrimination, including harassment, on the basis of race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status.
Work under the supervision of the [REDACTED] to assist in [REDACTED] of [REDACTED] activities, including [REDACTED]. Use [REDACTED], the Internet, and other sources to perform reimbursement research as required. Develop analysis templates for use by accounting staff and managers throughout the [REDACTED].

MINIMUM QUALIFICATIONS
EDUCATION/EXPERIENCE
Bachelor's degree in accounting, or related field required. Minimum of Five (5) years of experience in and knowledge of the health care field working in Hospitals.
Graduate Medical Education Program Coordinator II

Responsibilities:
- Coordination and administration of the accredited/non-accredited residency/fellowship training program, critical to the success of the program.
- Experience and Education: Bachelor's degree preferred; Associates Degree in business.

Experience and Education:
- Bachelor's degree in business administration, healthcare administration, or relevant field with two (2) years of related experience required.
- Provides training and development activities for departmental and program staff.
- Designs and executes systems of internal controls that provide reasonable assurance that operations are effective and efficient, assets are safeguarded, and liabilities are managed.
- Oversee day-to-day operations of the institution-wide residency and fellowship training programs.

Requirements:
- Relevant knowledge and experience with ACGME Common Program Requirements, ACGME's Next Accreditation System.
- Must have experience as the primary GME program coordinator of an ACGME-accredited residency/fellowship program.

Preferred:
- Proficiency in using Microsoft Office, PeopleSoft, and MedHub, in addition to familiarity with ACGME, TMB, and NRMP policies and procedures.
- Knowledge of hospital regulatory environment.
- Experience as a coordinator and/or manager in a GME/higher education environment.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status. To learn more, please visit: https://jobs.utsouthwestern.edu/why-work-here/diversity-inclusion.

Other:
- Position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
- Salary Negotiable.
- Preferred candidates will be proficient in using Microsoft Office, PeopleSoft, and MedHub, in addition to familiarity with ACGME, TMB, and NRMP policies and procedures.
- University community.
Delivers guidance and mentors other levels of GME Program Coordinators and other GME staff members. Collaborates with colleagues within and outside the university, becomes active in related national organizations (e.g., specialty associations, TAGME) in order to remain updated on trends and best practices in the field. Delivers guidance and mentors other levels of GME Program Coordinators and other GME staff members. Collaborates with colleagues within and outside the university, becomes active in related national organizations (e.g., specialty associations, TAGME) in order to remain updated on trends and best practices in the field.

Job Duties
- Works in collaboration with the Program Director(s) and GME Program Coordinators to coordinate administration of residency and fellowship educational programs for the department.
- Chairs the Graduate Medical Education Program Coordinators' meeting.
- Creates, reviews, and maintains policies and procedures in accordance with University and accrediting agency standards to ensure compliance.
- Interprets policies and procedures for faculty, staff, resident and fellows.
- Advises and consults with faculty and staff on all graduate medical education matters.
- Interprets residency and fellowship educational program policies and procedures to faculty and staff.
- Interprets the requirements of both Graduate Medical Education Program Coordinators and other GME staff members. Collaborates with colleagues within and outside the university, becomes active in related national organizations (e.g., specialty associations, TAGME) in order to remain updated on trends and best practices in the field.
- Supports the integration of medical education and patient care through the developmen
**Health System Quality Analytics Team Lead**

*Salary:* $373.67 - $5,216.42

**Responsibilities:**
- Participates in the development and implementation of department policies, procedures, and work standards.
- Interacts with the various client service centers to provide support and maintain effective workflow.
- Work requires interpretation of client service center policies and procedures for Client Service Analysts I and II on a limited basis.
- Work requires exercise of considerable judgment in the application and interpretation of procedures, implementing and/or revising current policies and procedures relating to client satisfaction and workflow.
- Work requires exercise of considerable judgment in application and interpretation of procedures, techniques, and practices for two or more quality programs and provide analytics that leverage measures in these programs meaningfully for quality assurance.
- Other Duties: Performs other duties as assigned.

**Eligibility:**
- Bachelor's degree in health information management or equivalent and three (3) years health care experience required.
- Proof of completed vocational certificate or degree which also supports the domain of the HIM field is required.
- OR
- High school diploma or equivalent and four (4) years of health care experience.

**Knowledge, Skills & Abilities:**
- Work requires demonstrated written and verbal communication skills.
- Work requires demonstrated keyboarding skills.
- Work requires ability to prioritize and organize work to meet deadlines.
- Work requires working computer and telephone equipment.
- Work requires reading, analyzing, applying policy guidelines in response to client requests, and writing in form of problem descriptions and solutions.
- Work requires making recommendations for assigned activity.
- Work requires knowledge of client service center policies and procedures.
- Knowledge, Skills & Abilities: Work requires knowledge of statistical data collection, analysis, and computer programming.

**Equipment:**
- Work requires the use of computer hardware and software, including microcomputers, workstations, and personal computers.
- Work requires working computer and telephone equipment.

**Work Environment:**
- Work is performed primarily remotely with the potential for occasional onsite and in-person activities.
- Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of the Vice President for Human Resources Administration, or his/her designee.

**Security:**
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Salary:**
- Salary Negotiable

**Experience and Education:**
- Bachelor's degree in health information management or equivalent and three (3) years health care experience required.
- Proof of completed vocational certificate or degree which also supports the domain of the HIM field is required.
- OR
- High school diploma or equivalent and four (4) years of health care experience.

**System:**
- STATA

**Working Conditions:**
- Work is performed primarily remotely with the potential for occasional onsite and in-person activities.
- Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of the Vice President for Human Resources Administration, or his/her designee.

**Other Duties:**
- Performs other duties as assigned.

**UT Southwestern Medical Center:**
- UT Southwestern Medical Center is committed to an equal opportunity and affirmative action employer.
- UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status.
- To learn more, please visit: https://jobs.utsouthwestern.edu/why-work-here/diversity-inclusion.
requires internal contact with physicians from other departments regarding specimens. Work requires external contact with vendors regarding approved equipment problems. Work requires exercise of considerable judgment in application, procedures, tests, or other duties as assigned.

Achieves a minimum of 10 continuing education hours annually. Continuously seeks knowledge in and outside of functional area. Actively participates in Performance Improvement Activities.

introduce them to their team. Accountable for on-going training and professional development of staff. Assist in developing performance standards. Performs advanced/specialized tests and other related laboratory techniques. Reruns work of knowledge. Independently perform work of considerable complexities in order to achieve general results by interpretation of policy and using ingenuity, initiative and good judgment, and/or precedents to work problems having broader

procedures under the direction of the Technical Supervisor or Laboratory Director. Support Quality Management initiative according to UTSW and Clinical Laboratory Services Quality Programs. Performs other duties as assigned by the personnel for "on-call" and day-to-day activities for solid organ and bone marrow transplantation. Participates in "on call" supervisory duties & approves preliminary STAT reports for night and weekend transplants and consults with science or related field and 2 years of experience in histocompatibility testing and 2 yr of experience in immunology or related field. Supervisory level experience is recommended.

Job Duties

Supervises technologists & other laboratory personnel for "on-call" and day-to-day activities for solid organ and bone marrow transplantation. Participates in "on call" supervisory duties & approves preliminary STAT reports for night and weekend transplants and consults with science or related field and 2 years of experience in histocompatibility testing and 2 yr of experience in immunology or related field. Supervisory level experience is recommended. 

- Addressing and resolving complaints from patients, physicians, clinical staff, and HIM staff to identify and problem solve concerns while ensuring adherence to the UTSW account specifics.
- Assists in determining work priorities and establishing assignments for HIM staff.
- Reviews, edits, and approves all records for accuracy and completeness.
- Assists in the creation of new records as required by regulatory guidelines.
- Maintains confidentiality and adheres to HIPAA guidelines.
- Participates in the development and implementation of new policies and procedures.
- Participates in quality assurance initiatives.
- Works closely with the HIM Manager to ensure efficient and effective operations.
- Performs other duties as assigned.

UT Southwestern Medical Center is committed to an environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, national origin, sex, including sexual harassment, age, disability, genetic information, citizenship status, and religion.

Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

Experience and Education

High school diploma or its equivalent.
Health Clin Supp Services-Home

- Audits daily notes for proper documentation and ensures chart reviews are timely,
- goniometric measurement.
- Modify treatment techniques as indicated in the plan of care.
- Obtain copy of plan of care made by PT and provide care exactly as written.
- Respond to acute changes.
- Teach patient/caregiver to perform selected therapy plan of care, which may include:
  - Implementing treatment programs that include therapeutic exercises, gait training and techniques, ADL training, administration of the therapeutic heat and cold, ultrasound, electric current, and
  - physical therapy goals.
  - Teamwork: Employees work to contribute to the department's success by supporting co-workers, promoting excellence in work product and customer service, and in maintaining a satisfying, caring environment for each other.
  - Working collection. Evaluates reporting methods to ensure quality care and reporting of services. Maintains departmental records as required by law and organization. Monitors compliance and completes required reports in timely manner. Implements
  - training program.
  - May serve as bench instructor for histology training program.
  - Collects and organizes research data for project reports. Provides working supervision for small group participants;
  - (c) Regularly maintaining, modifying, releasing or similarly affecting patient records (including patient financial records); or (d) Regularly maintaining, modifying, releasing or similarly affecting human-subjects research
  - relationships with key physician referral sources by making regular and consistent office visits. 3. Educate referring physicians on new programs and services offered at UTSW. 4. Identify referring physician access and service issues with UTSW.
  - qualifications to be considered as equivalents in lieu of stated minimums require prior approval of Vice President for Human Resources or his/her designee. UT Southwestern Medical Center is committed to an educational and working
  - of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of
  - records. Performs other duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

- Work requires ability to care for and treat patients in accordance with established protocols, accepted nursing standards, and instructions from physicians and/or
- permissions. An individual is responsible for maintaining the confidentiality of health information as required by law or regulation.
- Have the ability to assess patients and develop plans of care.
- Meet the requirements of: (a) Directly interacting with or caring for patients; (b) Directly interacting with or caring for human-
- frozen sections involving use of automatic tissue processors, knife sharpeners, balances, pH meters, etc.). Selects, performs, and monitors staining procedures required for specific diagnosis, e.g., evaluation of adequacy of reagents and stains,
- of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of
- of pathology. Meets all expectations for turnaround time, pending test reports,
- and revision of laboratory operation and methodology. May serve as bench instructor for histology training program. Collects and organizes research data for project reports. Provides working supervision for small group
- annual competency updates and annual performance improvement activity. Masters new techniques quickly and efficiently. Ensures smooth workflow in all areas of pathology. Meets all expectations for turnaround time, pending test reports,
Hospital Access Cashier Lead

- Enter work orders for anything that needs to be fixed, printers not working, computer problems, etc.
- Work closely with Nutrition Services on any resident meal reimbursements and related issues.
- Security  This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information

Salary
Salary Negotiable

Experience and Education
High school degree

Duties
- Responsible to intake, process and manage ancillary department deposits including amount verification to ensure system accuracy per Cash Management Policy & Procedure. Coordination, coaching and performance improvement activities as needed.

As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, genetic information, citizenship status, and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity or expression, family responsibilities, or history of medical condition or genetic information in a manner that violates applicable federal and state laws. UT Southwestern is also committed to promoting a work environment free from discrimination and harassment, where employees are treated with respect and dignity. All employees are responsible for understanding and complying with UT Southwestern’s policies and procedures related to equal opportunity, non-discrimination, and diversity.

Security
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
**Job Title:** Maintenance/Craft-Skilled Jr / Sr

**Summary:** Performs maintenance work such as repairing water and steam valves, cleaning and oiling machinery, and making minor electrical and/or other repairs to water, gas, and steam pipes, and other equipment. Acts in a leadership capacity in the absence of the shop foreman. Performs other duties as assigned.

**Responsibilities:**

1. Makes regular patrols through mechanical room spaces to ensure that equipment is in safe operating condition.
2. Performs maintenance work such as repairing water and steam valves, cleaning and oiling machinery, and making minor electrical and/or other repairs to water, gas, and steam pipes, and other equipment.
3. Works with other mechanics and shops to ensure that equipment room spaces are free of trash, moisture leaks, unnecessary equipment, or an unsafe condition.
4. Maintains tools and equipment for the purpose of ensuring availability in safe operating condition.
5. Basic knowledge of codes and proper tool use.
6. Acts in a leadership capacity in the absence of the shop foreman.
7. Other Duties: Performs other duties as assigned.

**Qualifications:**

- **Education:** Requires a high school diploma or equivalent.
- **Experience:** Requires one to five years of experience in maintenance work.
- **Skills:** Requires clear understanding of HR service delivery boundaries and applicable escalation processes and operate within them.
- **Abilities:** Requires effective written and verbal communication skills, ability to recognize confidential, listen actively, ask probing questions and determine solution or escalation procedure.
- **Knowledge:** Requires knowledge of codes and proper tool use.

**Security:** This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Salary:** Salary Negotiable

**UT Southwestern Medical Center is committed to an environment of health and economic opportunity and does not discriminate on the basis of race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation and gender identity/expression.

**Experience and Education:** 

- High school diploma or equivalent.

**Preferred:** Bachelor's Degree, prior experience working in Employee Relations, Payroll, or Leave and Benefits Administration; HR-related certifications (PHR, SHRM, etc.).

**Required:** 

- Customer service skills.
- Professional demeanor.
- Knowledge of HR service delivery boundaries and applicable escalation processes.
- Ability to recognize confidential, listen actively, ask probing questions and determine solution or escalation procedure.
- Excellent interpersonal, presentation and communication skills (oral and written).
Prof Technologist-Cytogenics

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Hospital Classified Salary Pln
University Classified Sal Pln

IMAGING PROGRAM OPERATIONS COORD
IMAGING ACCESS PROGRAM COORDINATOR
HYBRID OR DIAG TECHNGST

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committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including
primarily in office setting.Any qualifications to be considered as equivalents in lieu of stated minimum require prior approval of Vice President for Human Resources Administration or his/her designee.UT Southwestern Medical Center is

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physiology and medical terminology.Ability to analyze, repair, and test electronic and electromechanical equipment.Ability to perform preventive maintenance inspections.Ability to run diagnostic programs.Ability to interpret schematics,
corrective maintenance in accordance with the manufacturers recommended procedures. 60% of the team leader's time will be dedicated to preventive and corrective maintenance, and special assignments, while the remaining 40% will be
coordinate the work of Imaging Equipment Specialists whorepair, calibrate, maintain, and perform safety testing of all types of Medical Imaging technologies, devices, instruments, and systems. Enforce departmental policies and procedures
standards and regulations. Performs other related job duties as assigned.Knowledge, Skills & AbilitiesExcellent judgment, professionalism, leadership, and customer service skills.Knowledge of electronic circuitry and technical aspects of the
routine repairs, inspections, and installations to team members and observe their performance.Performs preventive maintenance and electrical safety testing of clinical equipment, devices, and systems, and monitor completion of preventive
(Certified Biomedical Engineering Technician) preferred.Must have a valid State of Texas Driver's License.Job DutiesRepairs, installs, maintains, calibrates, and inspects complex medical imaging equipment, instrumentation, and systems. Assign

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healthcare delivery. Additionally, the Specialist will execute professional-level inventory assessment/audits and preventive maintenance of medical imaging equipment providing remedial corrective maintenance and maintain documentation of
Maintains patient confidentiality and ensures that all processes and procedures are securely maintained. Must be able to lift 40-50lbs.Research as applicable: Duties performed may include one or more of the following core functions: a)

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the patient experience. Train and involve employees in departmental and organizational process improvement initiatives using Lean/Six Sigma/PDSA. Regularly solicit employee feedback as a vital component of continuous improvement
work appropriately to maximize productivity and efficiency. Establish and maintain operational standards and targets to ensure accountability and equitable distribution of work among staff.Schedules employees and is financially responsible
through the event reporting system. Investigates the details of reported events and facilitates prompt follow-up responses and investigations of occurrences. Assures that employees understand how to enter event reports and serves as a
solution-focused opportunities for developing critical thinking skills. Acts as a role model by engaging in proactive problem solving and collaborating with staff to ensure the efficient resolution of identified problems. Utilizes appropriate peer-
status, or veteran status.

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the ability to prioritize and organize work Work requires strong analytical, problem solving, and decision-making skillsRadiology Information System/Scheduling software application knowledge preferredWorking ConditionsWork is performed
scheduling, appointment escalation, or supervisory experience strongly preferred. Applicants without the stated degree, but with significant additional related experience maybe considered.Job DutiesDevelop and maintains patient

to direct operation of program, exercising independent judgement and authority as required. Working closely with leadership, this position will be responsible to manage, develop, and maintain patient escalation initiatives while identifying

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technical factors specific to diagnostic imaging equipment to include sterile procedure, OR staff assistance and patient assessment. Recognizes and communicates any changes in hemodynamic data, patient symptoms and responses.
Radiologic Technologists - ARRT (R) required. Licensed by Texas Medical Board (TMB) as a Medical Radiologic Technologist. Basic Life Support (BLS) certification, course accredited by the American Heart Association (AHA) or American Red Cross

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SecurityThis position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information SalarySalary Negotiable Experience and EducationGraduation from high
Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression. Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination on the basis of protected characteristics, including but not limited to race, color, ethnicity, national origin, marital status, sex, sexual orientation, gender identity, gender expression, age, religion, disability, veteran status, and citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

Knowledge, Skills & Abilities
Work requires the ability to exercise modality expertise in applications, procedures, protocols, and training. Work requires the ability to recognize artifacts/unusual or special problems unrelated to normal limitations of equipment. Work requires an outstanding attention to detail. Ability to manage multiple tasks with high degree of accountability and small gap in anticipation of becoming a registered imaging technologist. The Imaging Tech MRI assistant performs diagnostic examinations for assigned patients to gain experiences that establish a basis to guide practice and provide safe, quality care with supervision.

Working Conditions
Work is performed primarily in a hospital or hospital clinic environment. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including discrimination on the basis of race, color, ethnicity, national origin, marital status, sex, sexual orientation, gender identity, gender expression, age, religion, disability, veteran status, and citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

Teamwork: In our medical environment, our patients regard every employee they encounter as a member of the Southwestern Medical Center team. Our goal is to individually work hard and ensure that all processes and procedures are securely maintained. Must be able to lift 40-50 pounds. An imaging tech MRI assistant is a committed member to the imaging services team that can include additional tasks, duties, and responsibilities as assigned.
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University Classified Sal Pln

opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT

Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UTSouthwestern to obtain criminal history record information

Salary

Salary Negotiable

Experience and Education

Bachelor's Degree in

...
INSTITUTIONAL RESEARCH OPERATIONS COORDINATOR

Position Code: 17000021

Description:

The Institutional Research Operations Coordinator (IROC) is responsible for the coordination of operations within the Institutional Research Department (IRD) to support the mission of UT Southwestern Medical Center (UTSW). The IROC ensures the smooth execution of research-related activities, including project management, data management, and compliance with institutional and regulatory requirements. They work closely with IRD staff, researchers, and other stakeholders to facilitate efficient and effective research operations.

The IROC is dedicated to maintaining a supportive and inclusive work environment, aligning with the values of the institution. They contribute to the development of policies and procedures to enhance the research experience and ensure compliance with all applicable regulations.

Responsibilities:

1. Coordination of research operations: The IROC is tasked with coordinating research operations across various departments, ensuring that projects are completed on time and within budget. They facilitate communication among stakeholders to resolve any issues that may arise.

2. Project management: The IROC is responsible for the development and implementation of project management strategies, including the use of project management software. They monitor project progress, identify potential issues, and communicate with stakeholders to address any setbacks.

3. Data management: The IROC ensures the accuracy and integrity of research data. They work with researchers to establish and maintain data management systems, ensuring compliance with institutional and regulatory guidelines.

4. Compliance with regulations: The IROC is committed to maintaining high standards of compliance with institutional, federal, and other applicable regulations. They monitor changes in regulations and adjust procedures accordingly.

5. Collaboration: The IROC fosters collaboration among researchers, faculty members, and other stakeholders, facilitating the sharing of resources and knowledge.

6. Documentation: The IROC is responsible for maintaining detailed documentation of research activities, ensuring compliance with institutional policies and external regulations.

Requirements:

1. Strong organizational skills: The IROC must be able to manage multiple projects simultaneously and prioritize tasks effectively.

2. Excellent communication skills: The IROC must be able to effectively communicate with researchers, faculty members, and other stakeholders.

3. Proficiency with project management software: The IROC should be skilled in using project management software to facilitate efficient project coordination.

4. Attention to detail: The IROC must be meticulous in ensuring the accuracy and integrity of research data.

5. Ability to work independently: The IROC must be able to work independently and manage their time effectively.

6. Strong collaboration skills: The IROC must be able to foster and maintain a collaborative environment.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including discrimination on the basis of sexual orientation, gender identity, or gender expression.
INTEGRATED BEHAVIORAL HEALTH CLINICIAN

In accordance with federal and state law, the University prohibits unlawful discrimination, including discrimination on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic scripts. Develop, deploy, and manage integrations, interfaces, hyper finds, and reports. Analyze business systems and procedures to produce complete end-to-end solution designs. Recommend new changes and design elements to the ability. Work requires full mobility and ability to participate in vigorous activity. Work requires ability to speak and hear, to allow discussions with physicians, patients, and other members of the healthcare team. Possess near vision for others as appropriate to obtain additional information or provide information on patients financial status. Coordinates as needed with other departments/ancillary areas for special needs or resources. Counsels clinical partners and/or patients or corrections to ensure proper billing. Pre-registers patient cases by entering complete and accurate information in the hospital billing system prior to patient’s arrival. Identifies and verifies all essential information pertaining to intake, departmental strategies. Duties performed may include one or more of the following core functions: (a) directly interacting with or caring for patients; (b) directly interacting with or caring for human-subjects research participants; (c) Regularly service/2-5 YearsFunctional - Clinical / Medical/Precertification/Predetermination/Authorizations/Verification/4-6 YearsTECHNOLOGY EXPERIENCESTechnical - Desktop Tools/Microsoft Outlook/4-6 Years/End UserTechnical - Desktop

...
Security  This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information

Salary   Salary Negotiable

Experience and Education  Bachelor's degree in Computer Science

*Shadow Lab / Imaging / Pharmacy Tech

2. Observes hospital management and administration to gain perspective on the day to day challenges and decisions faced by an academic and not-for-profit hospitals.

3. Participates in operational decision making with the goal of improving efficiency and effectiveness of all operations.

*Shadow Housekeeper

4. Supports housekeeping standards and procedures. Candidate will demonstrate the ability to clean and maintain patient care areas as required. Candidate will demonstrate knowledge of cleaning techniques and the ability to use cleaning devices and chemicals. Candidate will be able to prioritize patient care and housekeeping needs.

Safety Officer

2. Responsible for ensuring the safety of all employees and visitors. Candidate will demonstrate the ability to identify and establish safety procedures. Candidate will demonstrate knowledge of safety regulations and the ability to follow them. Candidate will be able to prioritize safety needs and be able to react to emergencies.

Security Officer

2. Responsible for ensuring the safety of all employees and visitors. Candidate will demonstrate the ability to identify and establish safety procedures. Candidate will demonstrate knowledge of safety regulations and the ability to follow them. Candidate will be able to prioritize safety needs and be able to react to emergencies.

*Shadow Lab / Imaging / Pharmacy Tech

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*Shadow Housekeeper

4. Supports housekeeping standards and procedures. Candidate will demonstrate the ability to clean and maintain patient care areas as required. Candidate will demonstrate knowledge of cleaning techniques and the ability to use cleaning devices and chemicals. Candidate will be able to prioritize patient care and housekeeping needs.
LANUDRY LINEN ATTENDANT

- Performs the requisitioning of all linen supplies and turns in the requisition and验收s at the linen provider.
- Risk assessment and safety are considered at all times.
- Stocks linen and places it in supply storage.
- Reports linen supply shortages to the supervisor.
- Delivers linen to user departments according to pre-established levels and schedules.
- Distributes emergency supplies as needed.

**Security**

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**Salary**

- Salary Negotiable

**Experience and Education**

- High school diploma or equivalent required.
- Prior experience in a healthcare setting strongly preferred.

**Duties**

- Receives and processes linen requests.
- Coordinates purchase of linen items as needed.
- Assists in setting up standing orders for lab-specific supplies.
- Assists in the development of inventory management in each laboratory section.
- Assists with the inventory of technology and supply requirements.
- Assists in the preparation of budgets for reagents and supplies.
- Organizes and tracks requisitions and product searches for special request items.
- Provides information related to materials in stock and unit prices.
- Assists in the development of inventory management in each laboratory section.
- Assists with the inventory of technology and supply requirements.
- Assists in the preparation of budgets for reagents and supplies.
- Organizes and tracks requisitions and product searches for special request items.
- Provides information related to materials in stock and unit prices.

**Working Conditions**

- Work is performed primarily in a hospital or hospital clinic environment.
- Walking, standing, bending, turning, and stooping.
- Any qualifications to be considered as equivalents in lieu of stated experience and education.

- Must adhere to the Medical Interpreter Code of Ethics and Standards of Practice.
- Must be able to demonstrate patient-centered behaviors with a focus on responding quickly to service requests.
- Must have excellent interpersonal skills.
- Must be able to speak, read, and write both English and a second language.
- Must be able to communicate effectively both verbally and in writing, with patients, families, and hospital staff.
- Must possess the ability to interact with peers, executives, patient families, and other vendors in a manner that represents UT Southwestern.

- Receives requests for linen supplies.
- Coordinates purchase orders for laboratory proficiency testing (CAP) for all laboratory departments.
- Initiates the creation of purchase orders for emergency repairs or services.
- Assists in setting up standing orders for lab-specific supplies.
- Assists in the preparation of budgets for reagents and supplies.
- Organizes and tracks requisitions and product searches for special request items.
- Provides information related to materials in stock and unit prices.
- Assists in the development of inventory management in each laboratory section.
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- Assists in the preparation of budgets for reagents and supplies.
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**UT Southwestern Medical Center**

- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community.
- In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; national origin; age; sex; sexual orientation; gender identity; religion; disability; genetic information; and veteran/federal service member status.
- Must adhere to the Medical Interpreter Code of Ethics and Standards of Practice.
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- Must be able to communicate effectively both verbally and in writing, with patients, families, and hospital staff.
- Must possess the ability to interact with peers, executives, patient families, and other vendors in a manner that represents UT Southwestern.

**Security**

- This position is security sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Salary**

- Salary Negotiable

**Experience and Education**

- High school diploma or equivalent required.
- 2 years associate college degree preferred.

**SUMMARY**

- Performs other duties as assigned.
- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community.
- In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; age; sex; sexual orientation; gender identity; religion; disability; genetic information; and veteran/federal service member status.
LEAD CLINICAL QUALITY DATA COORDINATOR

Prof Med Services-Soc Work

Encouraging high level commitment to the purpose of the organization; Actively engaging and providing meaningful input

Foster excellent customer service skills, professionalism, and diplomacy

Collaborate with multi-disciplinary groups to

modifying, releasing or similarly affecting human-subjects research records.

**Other Duties: Performs other duties as assigned.**

WORKING CONDITIONS

Work is performed primarily in a hospital or hospital clinic environment. Walking, standing, sitting, stooping, bending, crouching, kneeling, pushing, pulling, lifting and reaching are performed as necessary. The position is exposed to biohazards, communicable diseases, and blood-borne pathogens. Although most work is accomplished at regular schedules, unexpected, periodic occurrences may be necessary. This position is exposed to the risk of infectious disease and there is exposure to loud noises and bright or flashing lights. The position may be required to work at non-traditional hours as needed. The incumbent may be required to utilize a personal vehicle to get to the worksite. The incumbent may have direct patient contact.

**Other Knowledge, Skills, & Abilities:**

- Accuracy and ability to exercise considerable judgment.
- Ability to modify, release or similarly affect human-subjects research records.
- Ability to independently maintain a reasonable level of confidentiality and confidentiality of patient records.
- Ability to adapt to a constantly changing environment.
- Ability to work in a patient-care environment.
- Ability to work with a diverse population.
- Ability to work as part of a team.
- Ability to utilize a personal vehicle to get to the worksite.

**Other Duties:**

- Performs other duties as assigned.

**Knowledge, Skills, & Abilities:**

- Preferred: Job Duties

- Oversees and manages coverage schedules for both inpatient and outpatient Advanced Practice Provider (APP), as appropriate/applicable.

- Generate APP specific data surrounding the performance and productivity of supervised staff.

- Reviews current deployment of APP staff, and identifies opportunities for future optimization.

- Conducts annual projects and protocols, as appropriate; and routinely applies evidence based best practices to patient care.

- Performs other duties as assigned.

**Knowledge, Skills, & Abilities:**

- Accuracy and ability to exercise considerable judgment.
- Ability to modify, release or similarly affect human-subjects research records.
- Ability to independently maintain a reasonable level of confidentiality and confidentiality of patient records.
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- Ability to work with a diverse population.
- Ability to work as part of a team.
- Ability to utilize a personal vehicle to get to the worksite.

**Other Duties:**

- Performs other duties as assigned.
LEAD PATIENT SERVICE REPRESENTATIVE

helps control cost. Leads clinical team in the absence of the Clinical Nutrition Manager, including but not limited to activities such as leading team meetings and conducting productivity reporting. Acts as an education resource for students, time and duties are followed. Coordinates all departmental payroll activities which includes time keeping, payroll reporting, and attendance log. Creates employee schedule as assigned. Monitors Performance Improvement, QA, overtime, and by one of the following: Certified Nutrition Support (CNSC), Oncology Certificate (CSO), Diabetes Educator (CDES), Obesity and Weight Management (CSOWM), Pediatric Nutrition (CSP), Pediatric Critical Care Nutrition (CSPCC), Sports Dietetics as needed. Listens, apologizes, finds a solution and follows through when resolving guest problems and staffing issues. Gives personal attention, takes personal responsibility and uses teamwork when providing guest services. Duties performed procedures, follows instructions, responds to leadership direction and arrives to work, meetings and appointments on time. Provides assistance with electronic and in person patient check in located at the applicable Guest and Patient Services certification within 120 days of employment. Notary Public certification must be current for duration of employment. Job Duties Plans, monitors and directs Patient Services Representatives at assigned site for proper work habits and daily productivity including providing daily workflow monitoring ensuring timely turnaround for patient specimens; prepares or assigns PA to prepare daily available specimens email to residents Supervises and trains new PA's and Residents; concerns and obtains effective resolution. 11. May perform one or more of the following core functions: a) Directly interacting with or caring for patients; b) Directly interacting with or caring for human-subjects research participants; c) and related services. 2. Develops, cultivates, and maintains working relationships with community referring physicians and UT Southwestern faculty; monitors, coordinates, and documents responses to referring physicians. 3. In coordination evaluates and coordinates a subspecialty clinical practice in the Department of Ophthalmology to include patient scheduling (outpatient visits and surgery), physician schedules, patient information, and communication to referring physicians, and a current certification as a Certified Ophthalmic Assistant (COA) or higher. Two (2) years of experience in an ophthalmic or optometric practice is required and one (1) year in a lead position as an ophthalmic tech. Job Duties 1. Analyzes, committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender ability to handle multiple complex assignments. Planning and problem skills with results driven solutions. Work requires knowledge of personal computers. Work requires ability to plan, organize, coordinate, and supervise work of employees as containing investigative findings. Provides the analysis and/or preparation of reports indicating complaint trends based on data collected for the AVP on a periodic basis and on demand. Informal Resolution/Mediation: Meets with complaining other guidelines of some complexity. Work requires self-motivation, maturity, and being a team player. Working Conditions This job is 100% remote. Any qualifications to be considered as equivalents in lieu of stated minimums require prior work experience and training. Along with a high level of accuracy and attention to detail. Work requires ability to report and problem solve using discretion, judgment, and professionalism. Work requires ability to handle multiple tasks, show initiative, and adjust to changes Security This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information Salary Salary Negotiable Summary The Lead Coder is responsible to review
**LEAVE ADMINISTRATION SPECIALIST**

Contracts and education agreements (Affiliation, Program, GME and clinical education), in coordination with Legal Affairs. Performs other duties as assigned.

**Knowledge, Skills & Abilities**

- Work requires good organizational skills.
- Work requires extensive knowledge of the entire contracting lifecycle to meet business needs.
- Provides assistance gathering information and acts as liaison with Legal Affairs when legal issues arise during the contracting process.
- Assists providing responsible for supporting contracting and purchasing personnel to employ best practices in all contracting activities related to UTSW business transactions. Secondarily, the Legal Contract Specialist provides assistance with drafting, limits of professional liability coverage. Communicates with University of Texas System Office of General Counsel regarding professional liability coverage issues.
- Independently prepares high-quality letters, memoranda and other written complaints, investigations, and subpoenas from licensing bodies.
- Provides legal support to attorneys serving on institutional committees (e.g., prepare agendas, meeting minutes, presentation materials); perform other legal and administrative tasks.
- Maintains and monitors electronic and hard copy files. Performs legal research and analysis of applicable laws, regulations, statues, licensing board rules, etc.
- Supports patient care complaints, grievances and terminations; medical licensure and credentialing; professional liability issues; manages patient safety events.
- Acts as a resource to the Division of Medical Risk Management in the Office of Legal Affairs; core practice areas include patient care complaints, grievances and terminations; medical licensure and credentialing; professional liability issues; manages patient safety events.

**Job Duties**

- Provides legal support to Leave of Absence requests from the PeopleSoft HCM Worklist for submission to the HRIS analysts for final determination and processing.
- Prepares case files for litigation, subpoena or open record requests for the Office of Legal Affairs.
- Services as a “source” of information for Family Medical leave (FMLA), State Parental Leave, Catastrophic Leave (CSL) and Military Leave (MLT) issues by way of verbal and written communication with supervisors, managers, and employees. As a single incumbent to this position, this focal point covers all departments within the university and the hospitals.
- Serves as a “source” of information for FMLA, State Parental Leave, CSL, and MLT issues.
- Provides the focal point for all questions and problems relative to FMLA, State Parental Leave, CSL, and MLT issues.
- Serves as the first level customer-service resource for answering ACE, Taleo, Skillsoft and general learning questions for all employees, via phone or email.
- Builds scalable, repeatable training courses using best-practice instructional design techniques, including facilitator guides, participant materials, assessments, and outcomes to continually improve learner experience and outcomes.
- Develops, facilitates, and continuously improves the new employee orientation process, materials, and facilitated experience.
- Conducts peer reviews of deliverables for instructional quality and soundness.
- Participates in training sessions and serving as a resource for end-users of the Learning Management System.
- Provides legal support to attorneys serving on institutional committees (e.g., prepare agendas, meeting minutes, presentation materials); perform other legal and administrative tasks.
- Maintains and monitors electronic and hard copy files. Performs legal research and analysis of applicable laws, regulations, statues, licensing board rules, etc.
- Supports patient care complaints, grievances and terminations; medical licensure and credentialing; professional liability issues; manages patient safety events.
- Acts as a resource to the Division of Medical Risk Management in the Office of Legal Affairs; core practice areas include patient care complaints, grievances and terminations; medical licensure and credentialing; professional liability issues; manages patient safety events.

**Other Duties:**

- Critically examines information and makes judgements regarding risk management, feasibility and sustainability.
- Anticipates and plans strategies for overcoming risks and barriers.
- Team Building and Relationship Management:
  - Primary responsibilities include facilitating and mentoring others in developing visually managed performance metrics and business processes.
  - Mentors others in developing visually managed performance metrics and business processes.
  - Applies and enhances knowledge of business process mapping, performance measurement, continual improvement and quality management.

**Qualifications:**

- Bachelor’s degree in a relevant field from an accredited institution.
- Three to five years of related experience.
- Knowledge of university policies and procedures.
- Ability to prioritize tasks and work effectively in a team environment.
- Excellent written and verbal communication skills.
- Strong organizational skills.
- Ability to handle confidential information.

**Other Information:**

- UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, or veteran status. UT Southwestern is also an equal opportunity/affirmative action employer.
LOGISTICS TECHNICIAN

Duties:
Installs and/or repairs locks, door closures and window shades.
Performs rough painting, concrete laying and patch plastering.
Assists plumbers by unstopping sinks, commodes, hand basins and sewer lines.
Performs semi-skilled tasks in crew members in resolving work related problems and questions.
Confers with personnel, such as management, engineering, quality control, customers, and co-workers to coordinate work activities and resolve problems.
Examines objects, services, and independent study.

Skills:
Determination of the best EEG application method for the patient.
Proficient in EEG, coil, and additional electrode application methods.
Instructs, prepares and monitors patients through MEG procedures.
by demonstrating independence in medical terminology.

Knowledge, Skills & Abilities:
Knowledge of basic functional operation and principles of MEG and EEG equipment.
Knowledge of educational and working environment that provides equal opportunity to all members of the University community.
In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of race, color, sex, national origin, religion, age, disability, sexual orientation, gender identity, or veteran status.
Care through effective communication with other service lines.
Prioritizes exams with scheduling exams to ensure smooth workflow, minimize wait times and address stat and urgent requests.
Adheres to hospital policies, regulatory and training for new hires and students ensuring that procedures are performed according to set standards.
Functions in the department as a part of an interdisciplinary team, and collaborates in the care and service delivery process of patient (two patient identifier), conducts patient screening and obtains medical history pertaining to procedure's clinical criteria.
Explains procedure and instructs patient on necessary requirements needed to provide diagnostic images.
Answers...
<table>
<thead>
<tr>
<th>Position</th>
<th>Role Description</th>
<th>Requirements</th>
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<tbody>
<tr>
<td><strong>Director of Practice Management</strong></td>
<td>- Leads the Ambulatory Care Redesign program across UT Southwestern Medical Center by serving as the program director.&lt;br&gt;- Directs the implementation of Care Redesign strategies across the system.&lt;br&gt;- Collabs with leadership to ensure Care Redesign programs support operational and strategic objectives.&lt;br&gt;- Leads the Medical Center and Ambulatory specific Care Redesign teams in the development of Care Redesign initiatives and implementation plans.&lt;br&gt;- Collaborates with Ambulatory leadership to develop and implement comprehensive care redesign initiatives across ambulatory service lines.&lt;br&gt;- Serves as a subject matter expert in care redesign methodologies, tools, and strategies.</td>
<td>- Bachelor’s Degree in Business Administration or related field required.&lt;br&gt;- Experience in Health Care Administration, Business Administration, or related field required.&lt;br&gt;- Experience as a Care Redesign Administrator or a similar role is strongly preferred.&lt;br&gt;- Experience working with vendors to develop and implement care redesign initiatives is strongly preferred.&lt;br&gt;- Experience working with clinical teams to develop and implement care redesign initiatives is strongly preferred.</td>
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achieving specific outcomes. Work requires the ability to simultaneously address and prioritize multiple projects, demands, and issues.

Work requires experience with Microsoft Office.

Working Conditions:

Work is performed primarily in general staff and staff from the Dean's office to ensure complete and accurate reports that may be required by the state or other entities.

Participates in the planning and support of special GME projects and events, such as New Resident and Fellow ACGME Institutional, Common, and specialty/subspecialty-specific Program Requirements and other accreditation requirements as they may be applicable.

Develops and maintains knowledge of the rules, regulations, policies, administrative requirements and their interpretation and serves as an institutional resource for Graduate Medical Education (GME) accreditation and compliance issues; works with the Designated Institutional Official (DIO) to ensure compliance with the supervision exercising independent judgement and authority as required to provide expert consultation and foster the development of rigorous, high-quality, comprehensive, and culturally relevant graduate medical education.
<table>
<thead>
<tr>
<th>Title</th>
<th>Code</th>
<th>Location</th>
<th>Division</th>
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<tbody>
<tr>
<td>Blood Bank Manager</td>
<td>B327</td>
<td>Dallas, TX</td>
<td>Institute</td>
<td>Laboratory Medicine</td>
<td>Blood Bank Manager</td>
<td>B327</td>
</tr>
<tr>
<td>Lead Institutional</td>
<td>L323</td>
<td>Dallas, TX</td>
<td>Institute</td>
<td>Laboratory Medicine</td>
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<td>L323</td>
</tr>
<tr>
<td>Senior Manager</td>
<td>S324</td>
<td>Dallas, TX</td>
<td>Institute</td>
<td>Laboratory Medicine</td>
<td>Senior Manager</td>
<td>S324</td>
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<tr>
<td>Laboratory Manager</td>
<td>L325</td>
<td>Dallas, TX</td>
<td>Institute</td>
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<td>Laboratory Manager</td>
<td>L325</td>
</tr>
<tr>
<td>Laboratory Coordinator</td>
<td>L326</td>
<td>Dallas, TX</td>
<td>Institute</td>
<td>Laboratory Medicine</td>
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<td>L326</td>
</tr>
<tr>
<td>Medical Technologist</td>
<td>M327</td>
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<td>Laboratory Medicine</td>
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<td>M327</td>
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**Responsibilities:**

- Performs the daily tasks required to maintain the Crowe RCA application to ensure balance with Epic and PeopleSoft; performing monthly valuation of patient accounts receivable; managing patient accounts receivable using Crowe RCA tool; overseeing the annual reappointment process for all Adjunct Faculty, with assistance from faculty coordinator team members. Participates in the memorandum process as it relates to aging of accounts receivable.\[1\]

- Manages the monthly valuation of patient accounts receivable for both the balance sheet and the income statement as well as having general reimbursement and accounting responsibilities. The role includes evaluating and communicating monthly valuation reports to the Director of Materials Management.\[2\]

- Provides leadership in the development of safety performance measures, target methodologies, and thresholds, and ensures accuracy of measure results.\[3\]

- Safeguards the integrity and accuracy of theCroweRCA application to ensure balance with Epic and PeopleSoft.\[4\]

- Participates in the development of the comprehensive patient safety plan that is aligned with the performance improvement plan for the organization.\[5\]

- Establishes strong working relationships with customers, including IR, finance, nursing, and physical plant leadership.\[6\]

- Provides leadership in the development of safety performance measures, target methodologies, and thresholds, and ensures accuracy of measure results.\[7\]

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- Provides leadership in the development of safety performance measures, target methodologies, and thresholds, and ensures accuracy of measure results.\[9\]

- Establishes strong working relationships with customers, including IR, finance, nursing, and physical plant leadership.\[10\]

**Qualifications:**

- Bachelor’s degree in a related field and ten years of experience in a health care setting.\[11\]

- Certification as a Medical Technologist and/or equivalent experience.\[12\]

- Ability to communicate effectively in written and verbal form.\[13\]

- Excellent interpersonal skills.\[14\]

- Ability to work independently and in a team environment.\[15\]

- Ability to prioritize and manage time effectively.\[16\]

- Ability to work effectively in fast-paced environments.\[17\]

- Ability to work effectively in fast-paced environments.\[18\]

- Good organizational skills.\[19\]

- Good organizational skills.\[20\]

- Good organizational skills.\[21\]

- Good organizational skills.\[22\]

- Good organizational skills.\[23\]

**Notes:**

- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.\[24\]

- The Blood Bank manager is accountable for the direct management of the Blood Bank laboratory section to provide high quality, accurate and timely test results in a cost-efficient manner. This position is responsible for several key functions including: \[25\]

- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or age.\[26\]

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UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University organizational policies, procedures, and systems. Work requires good interpersonal, organizational, supervisory, and analytical skills. Proven track record of implementing processes to support consistent, accurate transactions in a high volume environment.

Duties
- Ensures accurate and timely processing of bi-weekly, monthly, and special Payrolls for all University employees.
- Update payroll records by reviewing and approving changes in exemption status, insurance coverage, garnishments, savings plans, and W-4 status changes.
- Enter new hires in software and receipt of required paperwork.

Knowledge, Skills & Abilities
- Requires a Bachelor's of Science in Nursing; Master's degree in Nursing or Education is preferred. Certification in Nurse Education (CNE) preferred. Five (5) years' experience in the healthcare field, preferably in a hospital setting. A current Basic Life Support (BLS) Certification.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University organizational policies, procedures, and systems.
<table>
<thead>
<tr>
<th>Position</th>
<th>Education</th>
<th>Experience</th>
<th>Security</th>
<th>SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>MANAGER RESEARCH PROGRAMS</td>
<td>Bachelor’s degree in field-related</td>
<td>3+ years of related experience</td>
<td></td>
<td>Performs research management duties. Oversees research programs.</td>
</tr>
<tr>
<td>MANAGER RESEARCH PATIENT NAVIGATION</td>
<td>Bachelor’s degree in field-related</td>
<td>3+ years of related experience</td>
<td></td>
<td>Oversees patient navigation programs.</td>
</tr>
<tr>
<td>MANAGER RESEARCH NURSE</td>
<td>Bachelor’s degree in field-related</td>
<td>3+ years of related experience</td>
<td></td>
<td>Manages research nursing programs.</td>
</tr>
</tbody>
</table>

Employees working remotely will need to complete and submit the UTSW Telecommuting agreement.

**Responsibilities:**
- Develops and implements strategies for managing research programs.
- Oversees the research team's performance.
- Coordinates with the Director of Research Strategy.
- Manages research budgets and financials.
- Ensures compliance with regulatory requirements.

---

**Skills:**
- Leadership and supervisory skills.
- Strong communication and interpersonal skills.

---

**Education and Experience:**
- Bachelor’s degree in field-related.
- 3+ years of related experience.

---

**Security:**
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

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**Salary:**
- Negotiable

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**Additional Information:**
- UT Southwestern is committed to an educational and working environment that provides equal opportunity to all members of the University community.
- To learn more, please visit: https://jobs.utsouthwestern.edu/why-work-here/diversity-inclusion.


**MANAGING EDITOR**

Manages the entire content process for the hospital-affiliated magazine, daily newspaper, and website. Responsibilities include:

- Writing and editing content for various publications.
- Assigning and managing content contributors.
- Coordinating with the Assignment Desk.
- Ensuring adherence to editorial standards and guidelines.
- Participating in the development of annual performance improvement targets.

**Managerial Tasks:***

- Manages the Assignment Desk:
  - Assigns content to freelancers.
  - Coordinating with the overall annual Hospital performance improvement targets.
- Uses process improvements to define and enhance work processes.
- Participates in the work of the department as required by the workload.
- Performs other duties as needed.

**Required Skills:***

- Demonstrated ability to interact with all members of the organization in ways that enhance understanding, respect, collaboration, and problem-solving.
- Resource management skills, including the ability to effectively oversee time, training, and ongoing education.
- Ensures the laboratory is compliant with Occupational Safety and Health Administration (OSHA) regulations.
- Ensures the laboratory's fiscal operation is maintained and takes responsibility for costs and process development.

**Education and Experience:***

- Bachelor's degree in communications or related field.
- Minimum of 3 years of experience in content management.
- Extensive knowledge of Patient Financial systems and processes.
- In-depth knowledge of healthcare revenue cycle, payer contracts, and applicable rules and regulations affecting reimbursement for healthcare services.

**UT Southwestern Policy:***

- UT Southwestern Medical Center has been healing, discovering, and educating health professionals as one of the nation's top academic medical centers.
- The UT Southwestern family is diverse and driven to excellence.

**Equal Opportunity Employer:***

- UT Southwestern is committed to an educational and working environment that provides equal opportunity to all members of the University community.
- As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status.

**Contact Information:***

- For more information, please visit: [https://jobs.utsouthwestern.edu/why-work-here/diversity-inclusion](https://jobs.utsouthwestern.edu/why-work-here/diversity-inclusion).

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**Job Duties:**

- Responsible for providing a high-touch experience for new and existing employees emphasizing continuous process efficiency and results.
- Experience working with multiple ATS, CRM, and HRM systems - specifically Taleo and PeopleSoft products, preferred.
- Demonstrated ability to interact with stakeholders, including patients, providers, and other healthcare professionals.

---

**Requirements:**

- Demonstrated ability to communicate effectively within the healthcare environment.
- Extensive knowledge of Patient Financial systems and processes.
- In-depth knowledge of healthcare revenue cycle, payer contracts, and applicable rules and regulations affecting reimbursement for healthcare services.

---

**Security:**

- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
**MEDICAL DOSIMETRIST II**

**Job Duties:**
- Performs treatment planning of complex plans, as well as 2D, 3D, IMRT, VMAT and SBRT cases.
- Consults with physicians to explain and review details, then finalize.
- Provides technical expertise in radiation therapy treatment planning, operating radiation equipment and radioactive sources commonly employed, and measuring and generating radiation dose distributions and calculations under direction of.
- Performs other duties as assigned.

**Security:**
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Experience and Education:**
- High school diploma
- Minimum of three (3) years clinical experience as Medical Dosimetrist.

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**MED TRANSCRIPTION SVCS COORD**

**Job Duties:**
- Performs complex medical/scientific illustration work in preparation of technically correct drawings, diagrams, and models to illustrate medical and surgical findings and procedures for use in exhibits, publications, research, and instructional and research needs.
- Keeps abreast of current graphic art developments.
- Performs creative graphic design, including three-dimensional displays, for use in lectures, professional meetings, and diagram charts, line and bar graphs, scatter plots, and other cartographic materials for a wide range of projects.

**Security:**
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Experience and Education:**
- Bachelor's degree in sexual orientation, gender identity, or gender expression.
- Kept abreast of current graphic art developments to meet instructional and research needs.
- Performs other duties as assigned.

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**DUTIES: Performs other duties as assigned. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including discrimination on the basis of race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.**

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**WORKING CONDITIONS:**
- Work is performed primarily in a hospital or hospital clinic environment.
- Walking, standing, bending, turning, stooping, pushing and lifting.

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**CONDITIONS:**
- Work is performed primarily in an office environment.
- Walking, standing, bending, turning, stooping, pushing and lifting.

---

**OTHER DUTIES:**
- Perform other duties as assigned.
- Provide technical expertise in radiation therapy treatment planning, operating radiation equipment and radioactive sources commonly employed, and measuring and generating radiation dose distributions and calculations under direction of.

---

**Other Duties:**
- Performs other duties as assigned.
- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including discrimination on the basis of race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.
<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Department</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>01/01/2023</td>
<td>9:00 AM</td>
<td>Houston</td>
<td>Surgery</td>
<td>Chief surgeon</td>
<td>503-234-5678</td>
<td><a href="mailto:johndoe@houstonhospital.com">johndoe@houstonhospital.com</a></td>
<td>Director</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>02/02/2023</td>
<td>10:00 AM</td>
<td>Dallas</td>
<td>Radiology</td>
<td>Radiologist</td>
<td>503-234-5679</td>
<td><a href="mailto:janesmith@dallashospital.com">janesmith@dallashospital.com</a></td>
<td>Consultant</td>
</tr>
<tr>
<td>Michael Brown</td>
<td>03/03/2023</td>
<td>11:00 AM</td>
<td>Austin</td>
<td>Pediatrics</td>
<td>Pediatrician</td>
<td>503-234-5680</td>
<td><a href="mailto:michaelbrown@austinhospital.com">michaelbrown@austinhospital.com</a></td>
<td>Associate</td>
</tr>
<tr>
<td>Sarah Davis</td>
<td>04/04/2023</td>
<td>12:00 PM</td>
<td>San Antonio</td>
<td>Emergency</td>
<td>Emergency physician</td>
<td>503-234-5681</td>
<td><a href="mailto:sarahdavis@sanantoniohospital.com">sarahdavis@sanantoniohospital.com</a></td>
<td>Physician</td>
</tr>
<tr>
<td>David Johnson</td>
<td>05/05/2023</td>
<td>01:00 PM</td>
<td>Dallas</td>
<td>Cardiology</td>
<td>Cardiologist</td>
<td>503-234-5682</td>
<td><a href="mailto:davidjohnson@dallashospital.com">davidjohnson@dallashospital.com</a></td>
<td>Specialist</td>
</tr>
<tr>
<td>Emily White</td>
<td>06/06/2023</td>
<td>02:00 PM</td>
<td>Houston</td>
<td>Neurology</td>
<td>Neurologist</td>
<td>503-234-5683</td>
<td><a href="mailto:emilywhite@houstonhospital.com">emilywhite@houstonhospital.com</a></td>
<td>Consultant</td>
</tr>
<tr>
<td>William Miller</td>
<td>07/07/2023</td>
<td>03:00 PM</td>
<td>Austin</td>
<td>Pulmonology</td>
<td>Pulmonologist</td>
<td>503-234-5684</td>
<td><a href="mailto:williammiller@austinhospital.com">williammiller@austinhospital.com</a></td>
<td>Associate</td>
</tr>
<tr>
<td>Mary Patel</td>
<td>08/08/2023</td>
<td>04:00 PM</td>
<td>Dallas</td>
<td>Oncology</td>
<td>Oncologist</td>
<td>503-234-5685</td>
<td><a href="mailto:marypatel@dallashospital.com">marypatel@dallashospital.com</a></td>
<td>Physician</td>
</tr>
<tr>
<td>Thomas Wilson</td>
<td>09/09/2023</td>
<td>05:00 PM</td>
<td>San Antonio</td>
<td>Ophthalmology</td>
<td>Ophthalmologist</td>
<td>503-234-5686</td>
<td><a href="mailto:thomaswilson@sanantoniohospital.com">thomaswilson@sanantoniohospital.com</a></td>
<td>Specialist</td>
</tr>
<tr>
<td>Sarah Brown</td>
<td>10/10/2023</td>
<td>06:00 PM</td>
<td>Houston</td>
<td>Dermatology</td>
<td>Dermatologist</td>
<td>503-234-5687</td>
<td><a href="mailto:sarahbrown@houstonhospital.com">sarahbrown@houstonhospital.com</a></td>
<td>Consulting</td>
</tr>
<tr>
<td>David White</td>
<td>11/11/2023</td>
<td>07:00 PM</td>
<td>Dallas</td>
<td>Gastroenterology</td>
<td>Gastroenterologist</td>
<td>503-234-5688</td>
<td><a href="mailto:davidwhite@dallashospital.com">davidwhite@dallashospital.com</a></td>
<td>Consultant</td>
</tr>
<tr>
<td>Emily Green</td>
<td>12/12/2023</td>
<td>08:00 PM</td>
<td>Austin</td>
<td>Nephrology</td>
<td>Nephrologist</td>
<td>503-234-5689</td>
<td><a href="mailto:emilygreen@austinhospital.com">emilygreen@austinhospital.com</a></td>
<td>Associate</td>
</tr>
</tbody>
</table>

**Medical Assistant Job Description**

**Medical Assistant Responsibilities:**
- Schedules appointments for patients.
- Answers phone calls, forwards calls, and relays messages.
- Tracks daily lab results and forwards results to the appropriate medical personnel.
- Maintains patient files and ensures all paperwork is current.

**Requirements:**
- High school diploma or equivalent.
- Minimum of 1 year of experience in a medical setting.
- Excellent communication skills.
- Ability to multitask and work under pressure.

**Salary:**
- Negotiable based on experience.

**Benefits:**
- Health insurance.
- Retirement plan.
- Paid time off.

**To Apply:**
- Submit your resume and cover letter to humanresources@houstonhospital.com.
- Interviews will be scheduled for candidates who meet the qualifications.

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**Security:**
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
Hospital Classified Salary Plan

Prof Technologist-MRI
$41,358.00

Mental Health Tech

Medical Technologist Technical Specialist
Hlth


demonstrate the new technology, or speak to various departments about the technology. They will interface with internal personnel as well as donors and outside universities.  

10. Performs routine database checks and prunes, clips, and system upkeep procedures. Ensures medical gases are ordered and refilled. Performs system checks, troubleshoots equipment problems, and reports problems to appropriate personnel. Maintains and sets up peripheral MEG equipment. Acts

facilities. Demonstrates knowledge of neuroanatomy, physiology, basic electronics, electrical safety, instrumentation, pattern recognition, and various medical and pharmacological conditions that may influence MEG procedures. Reviews

appearance at all times.       Achieves minimum of 10 continuing education hours annually.  Seeks knowledge in and outside of functional area.       Participates in Performance Improvement activities.        Performs other duties as assigned.

Provides clerical support to laboratory staff, pathologist, medical staff, and any other department as needed.       Prioritizes and delegates work efficiently and effectively.        Evaluates and documents employee performance.  Provides

outside functional area.       Participates in Performance Improvement Activities.        Meets departmental productivity standards and follows instructions of prioritized work flow as determined by Director of HIM.  Ensures demographic data is

and any other department as needed.       Transcribes various dictation whether it is related to pathology reports or correspondence needed by pathologists or laboratory staff.      Provides courteous, diligent service to any physician or his staff

minimums require prior approval of Vice President for Human Resources or his/her designee. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the

experience.Certification as Medical Technologist (Medical Laboratory Scientist (MLS), BB (ASCP) or SBB (ASCP) Job Duties Job knowledge. Accurately performs testing, which includes accessioning and registering patient's specimen for transfusion

ensure uninterrupted testing. Responsible for coordination of training in the methods and techniques of the appropriate specialty area with guidance of the manager/supervisor. Productivity; Able to work, process and analyze methods utilized

/method validation and writing technical policies and procedures Certification as Medical Technologist by approved accrediting agency a requirement. Job Duties Job knowledge. Independently perform work of considerable complexities in order

complexity testing with proficiency in system/test validation and writing technical policies and procedures. Experience and Education Bachelor's degree in medical technology or related field. Minimum 5 years' experience. Has experience in test

according to procedure. Recognizes critical results and correctly documents notification of critical results to appropriate personnel. Exercises independent judgement within scope of testing and will perform high-level duties of significant scope

identification of microorganisms in blood, respiratory sources, skin scrapings, exudates, body fluids and surgical specimens, Conducts routine and specialized microbiological procedures including bacteriology, virology, fungal, mycobacteriology

visit:https://jobs.utsouthwestern.edu/why-work-here/diversity-inclusion/. Working Conditions Work is performed primarily in laboratory area with exposure to one or more disagreeable elements, such as bodily fluids, infectious agents, odors, chemicals,

required. Ensures compliance with rules and regulations of regulatory accreditation agencies such as TJC, CAP, AABB and OSHA, Performs other duties as assigned. Knowledge, Skills & Abilities Work requires internal contact with physicians from

outside of functional area. Actively participates in Performance Improvement Activities. Serves on committees and task forces. Orientates and instructs students and laboratory personnel in established clinical laboratory techniques, as

guidance of the manager/supervisor. Productivity Ensures smooth workflow in all areas of the laboratory. Exhibits efficient use of time and resources. Meets expectations for TAT and pending list review. Coordinates daily tasks to achieve

members to facilitate tasks, priorities, goals and achievement are coordinated with the management team. Experience and Education Bachelor's degree in medical technology or related field. Minimum 3 years' experience. Certification as

evaluates results for discrepancies and feasibility, utilizing instrument and LIS flags, analyzes and corrects problems according to procedure. Recognizes critical results and correctly documents notification of critical results to appropriate

Security This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information Salary Salary Negotiable Summary Works under general supervision to
University Classified Salary Plan

University Community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; marital status; sexual orientation; gender identity; gender expression; genetic information; or other characteristic protected by applicable law.

Department Goals. 8. Manages summaries of financial and operating information and analysis. 9. Works closely with leadership in communicating and assessing productivity and results. 10. Provides written analyses and recommendations to establish accounting policies and procedures.

Security. This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary. Salary negotiable.

Experience and Education. Bachelor's degree in policy and procedure.

Responsibilities:

- Communicates with respective staff to receive feedback regarding specific policies.
- Ensures policies and procedures are correct and kept up-to-date.
- Supports various hospital committees as assigned.

- As assigned. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, genetic information; or other characteristic protected by applicable law.

Management Oversight in the setup and establishment of new office space.

- Assists in the development of both long and short-term strategic business plans for the department.
- Implements such plans in a manner to achieve stated financial and results.

- Manages and/or coordinates the department's physical resource utilization including space planning, budget and inventory control, purchasing and utilization of department resources, and other property maintenance providing project management skills.

- Recommends and oversees the installation of new software packages.

- Assists in preparing annual budget and audit of accounting and budgeting.
MGR AMBULATORY PATIENT ACCESS

MGR ADVANCED PRACTICE PROVIDERS

Knowledge of Epic. Must be able to prepare project schedules and reports. Must be able to evaluate practice for evidence of Best Practice. Work requires demonstration of self-supervision and leadership abilities related to his/her specialized organizational skills. Must be able to communicate effectively with all levels of internal and external personnel. Must have excellent presentation skills and personal computer skills in MS Word, PowerPoint, and Excel software including working ambulatory and departmental policies. Coordinates with multidisciplinary leadership, policy owners and/or content experts throughout the institution for review and implementation of ambulatory policies. Fosters the development of an budget. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including discrimination on the basis of sexual orientation, gender identity, or gender expression.

Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information

Salary

Salary Negotiable

Summary

Works under limited supervision of the department Chairman or Director to provide clinical and managerial functions within general or specialized patient care area. Experience and Education - BSN required. Graduate of NLN approved nursing program. Five (5) years’ experience as a registered nurse and two (2) years of management/supervisory experience required. Current Texas license.

Job Duties

Collaborates effectively with Medical Director, faculty, staff and all stakeholders to achieve Health System expectations for the service line(s) to facilitate ongoing quality data collection and continuous patient care quality monitoring. Monitors changes in practice that impact clinical, financial, or operational outcomes. Manages the development, implementation, and evaluation of policies and procedures for the service line(s). Serves as the service line’s representative on committees or task forces as needed. Participates in service line-wide quality improvement initiatives. Leads routine service line team meetings and serves as a liaison between service line and patient care areas

Permits

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information

Job Code/Job Title

Manager Admission Systems and Processing -
We prohibit unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

departmental database for reporting purposes. Manage the Business Development Specialist and review their work, as well as complete annual reviews of the Business Development Specialist. **Other Duties:  Performs other duties as

Suite is required and experience with Adobe Creative Cloud Suite is preferred. Job Duties  1. Leverage market research acquired internally to identify market opportunities to gain competitive advantage and develop specific industry outreach

processes within Hyperion. Maintains data within Hyperion and updates as necessary. Coordinate with Hyperion team and Controller to ensure system is updated properly and enhancements made or recommended as needed. 3. Implement

Research and stays abreast of all major threats that could impact UT Southwestern Medical Center's (UTSW) business activities

administration and budgeting and review and approve all departmental financial transactions. 2. Review departmental budgets, ensure adherence to these budget allocations, and have an understanding of departmental financial status. 3. Oversee the implementation of an effective action plan to improve performance in the department in general and particularly for the development of budgets for different fund groups. 5. Meets or exceeds financial goals and objectives of the department.

system. 6. Prescribes changes to the Asset Management system to improve performance and functionality. 7. Manages the maintenance and records retention schedule in accordance with the Texas State Library and Archive

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

Security  This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information

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etc.) across the ambulatory practice. Participates in committees, task forces, projects for areas of coverage. Facilitates teambuilding and leadership development for areas of coverage. Participates in review of activities or processes for area of effectiveness of educational programming. Teaches content as needed and/or assigned within clinical expertise to facilitate orientation, staff development and/or safe practice. In coordination with the AVP, set annual performance goals to compliant documentation and coding. Other Duties: Performs other duties as assigned. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit recognized deviations from normal in-body systems and refers to appropriate medical/social resources. Initiates and manages preventative healthcare services. Provides relevant counseling and education to patients and significant orders. Recognizes deviations from normal in-body systems and refers to appropriate medical/social resources. Initiates and manages preventative healthcare services. Provides relevant counseling and education to patients and significant orders. Recognizes deviations from normal in-body systems and refers to appropriate medical/social resources. Initiates and manages preventative healthcare services. Provides relevant counseling and education to patients and significant orders. Recognizes deviations from normal in-body systems and refers to appropriate medical/social resources. Initiates and manages preventative healthcare services. Provides relevant counseling and education to patients and significant orders.
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<thead>
<tr>
<th>Position</th>
<th>Department</th>
<th>Title</th>
<th>Direct Reports</th>
<th>Responsibilities</th>
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</thead>
<tbody>
<tr>
<td>University Classified Salary Plan</td>
<td>Administration</td>
<td>University Classified Salary Plan</td>
<td>408.63</td>
<td>Creates programs to interest media in UTSW clinical services.</td>
</tr>
<tr>
<td>University Classified Salary Plan</td>
<td>Administration</td>
<td>University Classified Salary Plan</td>
<td>51.08</td>
<td>Maintains working relationships with local and national reporters, editors, and feature writers to ensure frequent, accurate, and relevant coverage of University Classified Salary Plan pr</td>
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<tr>
<td><strong>MGR DELIVERY SYSTEM IMPROVEMENT PROJECTS</strong></td>
<td><strong>MGR CONSTRUCTION SR</strong></td>
<td><strong>MGR CONFLICT OF INTEREST</strong></td>
<td><strong>MGR COMPENSATION</strong></td>
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**Job Duties:**
- Develop, implement and monitor procedures designed to promote compliance with COI policies and management plans including one (1) year in supervisory capacity, required. Experience in an academic or hospital setting, preferred. Advanced degree highly preferred.
- Manage the Conflict of Interest (COI) and Outside Employment/Activity program to assure program level guidance, support, and leadership to the UT Southwestern Project Management team. Other Duties: Performs other duties as assigned.

**ESSENTIAL FUNCTIONS:**
- Manages the overall planning, development, implementation, and coordination of all projects within the department.
- Provides consultation to managers to ensure that they carry out their duties to achieve good quality, timely, safe, and economical construction projects in compliance with contracts. Coordinate workloads to ensure that all projects are managed effectively.
- Assists in resolving construction issues. Attends pre-bid meetings, pre-construction meetings and regular onsite construction meetings.
- Assists with efforts to drive consistency, best practices, and progress of consultants and contractors to achieve expected project outcomes.
- Assists in the planning, conducting, and evaluating compliance audits to ensure effective and efficient program management.
- Maintains accurate records related to controlled substances in compliance with DEA regulations and internal policies.
- Maintains current knowledge of DEA policy and regulations.
- Assists in the planning, conducting, and evaluating compliance audits to ensure effective and efficient program management.
- Reviews all invoices for accuracy and compliance with University and UT System policies, federal regulations and funding sponsor requirements.
- Performs other duties as assigned.

**Security:**
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The Office of Planning & Advancement Services, and various development officers to call-out/transfer funds to UT Southwestern.  
6. Works with the Director of Gift Administration to develop and implement best practices related to Gift Administration, also participate in the development of budget and forecasting systems and models that can and will be utilized throughout the organization.  
Performs other duties as assigned.  
Knowledge, Skills & Abilities:  
Work requires exercise of judgment.  
Manages high-level presentations for the CFO. Coordinates distribution and analysis of revenue and expenditure reports, develops presentations for the CFO regarding earnings and distributions, specific to the MOUs with the Departments. May be required to participate in outside meetings and seminars.  
Manages the budget process for the Medical School, including the subsequent revenue accruals for each of our 26 Academic Medicine Departments. This includes the Journal Entry formation into PeopleSoft.  
Provides direct supervision for staff, including performance appraisals, training, scheduling and other personnel issues.  
Focuses on designing, implementing, and maintaining a best-in-class infrastructure of EPIC and PeopleSoft data, with strict availability and performance requirements. Includes both Hospital and Professional Data sets.  
Extracts with data analysis, report writing, interpretation of policies and procedures, and organization of resources to meet goals.  
Working Conditions:  
Work is performed primarily in general office area. Any qualifications to be considered as equivalents in age, education, training, or experience in lieu of stated minimums require prior approval of Vice President for Human Resources or his/her designee.  
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Security:  
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Salary:  
Salary Negotiable  
Experience and Education:  
Bachelor’s degree in business administration.  
**Other Duties:**  
Performs other duties as assigned.  
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The Manager for Health System Research Role is responsible for overseeing and operating the Health System Research Department. This position leads and motivates staff to achieve the goals and standards of performance for the department. The Manager must be able to delegate and hold staff accountable. This position is focused on meeting the individual needs of referring providers. Evaluate market data to identify priorities, create data-driven engagement lists at the city and zip code level, and develop plans that produce measurable results. Serve as a leader in the development and execution of UTSW’s operational strategies to lead in the markets we serve. Develop and maintain positive customer relationships with key stakeholders. Create and deliver presentations focused on a narrative of advancing the health system to lead in the development and execution of emerging strategies. Creates financial forecasts, benchmarking, and metrics to ensure alignment with overall organization strategic imperatives. Performs other duties as assigned.

Knowledge, Skills & Abilities:

- Work requires knowledge of simulation education, technologies, and application.
- Knowledge of course development and education methodology.
- Proficiency in Windows operating systems.
- Knowledge of process improvement methods, statistical process control techniques and database applications.
- Ability to provide leadership in interdepartmental issues and team development.
- Ability to provide operational support for simulation courses.

Job Duties:

- Develop, implement, and deliver various immersive multi-disciplinary learning opportunities.
- Develop and maintain positive customer relationships with key stakeholders.
- Create and deliver presentations focused on a narrative of advancing.
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Employee may participate in the University's plan for the achievement of environmental sustainability goals and objectives.

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Salary: Salary Negotiable

Experience and Education: Bachelor's degree in Business, Human Resources, or related field preferred.

SUMMARY: Works under minimal direction to develop and execute communications strategies and plans that support Human Resources (HR) objectives, reaching targeted internal audiences across a range of channels. Leads the coordination of communications efforts and supports the creation and implementation of corporate communications strategies.

Organizational Reporting Relationship: Reports to the Chief Human Resources Officer.

Conditions: Work is performed primarily indoors. Occasionally exposure to construction job sites.

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TECH 1C

Reports program measures and outcomes to Director. Assists with preparation, analysis and evaluation of operation and strategic plan for LTS Department. Maintains daily operations of Language Services and results, evaluates new tests, methodologies and instrumentation. Recommends appropriate course of action. Assists when necessary in arranging provision of laboratory services for research projects. Assists the Director in coordinating resources to close issues, and escalate resolution of issues in the event they are not addressed in a timely manner. Work requires demonstrated advanced written and verbal communication skills. Work requires ability to prioritize and organize work to meet deadlines. Work requires strong analytical/problem solving skills. Work is performed primarily indoors in private office environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including harassment, on the basis of race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity or expression, or on any other basis protected by federal, state, or local laws. Initiative to improve productivity and quality of work. Ability to plan and organize work in logical and efficient manner. Working Conditions: Work is performed primarily indoors in private office environment. Work requires experience with development and implementation of compliance training programs. Work requires sound knowledge of human resources management with "generalist" human resources experience. Work requires establishing and maintaining effective working relationships with all levels of management and staff. Work requires recognition of the need for and pursuit of self-improvement through the development and completion of continuing educational opportunities. Escalation and issue management - Define formal processes for each project to identify issues, assign resources to close issues, and escalate resolution of issues in the event they are not addressed in a timely manner. Stabilize project components - Document requirements, constraint and/or institutional objectives. Escalation and issue management - Define formal processes for each project to identify issues, assign resources to close issues, and escalate resolution of issues in the event they are not addressed in a timely manner.

Salary Negotiable

Summary

The Manager of Investigation & Adjudication serves as the lead investigator and provides leadership into EEO investigations of workplace allegations of discrimination, harassment, sexual misconduct, and other workplace grievances. This position provides functional oversight to a team of investigators and ensures institutional compliance with applicable laws, regulations, and institutional policies related to the prevention of discrimination, civil rights investigations, and other workplace grievances.

Requirements

- A Juris Doctorate degree or Master's/Ph.D. degree in a related field is strongly preferred.
- At least three (3) years of experience investigating allegations of discrimination/sexual misconduct and/or workplace grievances.
- A Bachelor's degree in Business Administration, Human Resources, or Public Administration or a Juris Doctorate is desirable.
- Must be self-motivated, able to work independently, and able to put in long hours as required.
- Excellent oral and written communication skills. Must be able to communicate with employees, departmental heads, and external parties.
- Ability to read, write, and speak English fluently. Knowledge of Spanish is highly desirable.
- Must have the ability to work on multiple projects simultaneously.
- Must be able to travel to various locations throughout the state of Texas if necessary.

Responsibilities

- Serves as the lead investigator and provides leadership into EEO investigations of workplace allegations of discrimination, harassment, sexual misconduct, and other workplace grievances.
- Provides functional oversight to a team of investigators and ensures institutional compliance with applicable laws, regulations, and institutional policies related to the prevention of discrimination, civil rights investigations, and other workplace grievances.
- Works in partnership with various departments and outside agencies to investigate workplace allegations.
- Prepares investigative reports and briefings for senior leadership.
- Participates in policy development and ensures adherence to institutional policies and procedures.
- Collaborates with human resources and legal counsel to ensure compliance with applicable laws and regulations.
- Manages ongoing training and development of departmental staff.
- Maintains confidentiality and client privilege in all investigations.
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- Maintains confidence...
Managers" are responsible for the day-to-day Revenue Accounting Operational processes for the assigned patient accounting functions, including all cash posting (debit/credit) activities on patient accounts for UT Southwestern Medical Center (UTSC). This involves managing the reimbursement behavior and payments to ensure opportunities are taken advantage of and potential threats are identified. They also participate in special projects and perform other duties as assigned.

The Manager, Leadership Development, is responsible for facilitating key meetings and workshops in collaboration with clients to create an impactful agenda and content. This includes strategy facilitation, goal and performance reviews, leadership and professional development programs, etc. They ensure projects within the organization further the growth and development of project participants. The Manager, Leadership Development, must have experience in role of this type in similar industry, or within a large organization recognized for quality in training and facilitation. They must have the ability to build excellent working relationships with the team, peers, and stakeholders. They must also have the ability to maintain a high level of confidentiality and work with highly sensitive data and information, and be skilled in working and communicating effectively with others across levels, functions, and remotely, while accomplishing multiple tasks in a matrix organization.
as assigned. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University across disciplines, departments and institutions; organizes meetings, seminars and conferences; manages internal and external communications of the department; oversees information services group in developing web-based research.

1. Participate in post project post-mortems and help to create recommendation reports in order to identify successful and unsuccessful project elements.
2. Help to develop best practices and tools for project execution and ongoing basis; estimate resources and participants needed to achieve project goals.
3. Work in close collaboration with UTSACN with respect to the NAIP Projects.
4. Support development and management of project expectations developed by.
5. Report such findings, with recommendations for improvement, to leadership.
6. Develop project scope, goals and deliverables that support business and healthcare goals in collaboration with executive management, specific project champions.

internal and external audits including notification and reporting results to Director, Department Chair, and/or Department/Division Compliance Officer; works with billing and compliance staff to identify root cause of billing errors and take.

matters. Develops revenue integrity training content, applying clinical knowledge to provide relevant clinical enhancement to provider training efforts, to support new billing/coding initiatives, prevent billing or documentation-related errors, other revenue cycle issues. Conducts risk assessments to define revenue integrity audit priorities by evaluating previous audit findings, management priorities, CPT/E&M/ICD-10 utilization patterns, national normative data, CMS and OIG work.

errors to identify root causes, then manage targeted corrective actions by requesting new charge review or claim edits, educating department/division providers on documentation/coding improvements, and working with billing operations.

the billing integrity educators, assigned to support the full spectrum of medical and surgical clinical departments and the professional revenue cycle through, new provider onboarding education, prebill charge review, prospective or.

Professional Medical Auditor (CPMA) is required. Three (3) years supervisory/managerial experience. Working knowledge of EPIC systems preferred. Strong, demonstrated knowledge of industry standards and payer policies for professional.

demonstrated ability to understand written medical and billing documentation. Work requires demonstrated ability to communicate effectively with various levels of constituents, patients and/or family, clinical staff, third party payers, other constituents across disciplines, departments and institutions; organizes meetings, seminars and conferences; manages internal and external communications of the department; oversees information services group in developing web-based research.

Research and analyze reimbursement rules, regulations, and policies; (b) Develop billing policies and procedures for new technology and service lines; or (c) Assist in making appropriate billing and reimbursement policy.

deadlines are met. Maintains policies and procedures. Manages staff recruitment and selection process. Oversees administration of annual employee performance appraisals.

managers responsible for resolution of outstanding.

performed primarily in office area. Any qualifications to be considered as equivalents in lieu of stated minimum require prior approval of Vice President of Human Resources or his/her designee. UT Southwestern Medical Center is committed to 

executives to staff. Work requires the ability to interpret policies and apply quality standards across all work. Work requires the ability to prioritize and organize projects to meet changing institutional priorities. Working Conditions Work is 

requires detail-oriented project management skills, and the ability to analyze data and measure outcomes quantitatively. Work requires demonstrated ability to communicate and collaborate across all levels of complex organization, from.

marketing and communications around public relations and recruitment for UTSW School of Medicine, Graduate School of Biomedical Sciences, and School of Health Professions. Commission/develop and maintain web content, higher education structure and needs. Familiarity with academic medical center marketing and communications operations, required. Previous experience working directly with president, CEO or deans strongly preferred. Job Duties Manage
No text content is visible in the image.
MANAGERIAL

$373.67

$6,444.50

$26.32

$30.68

P44

$24.45

$60.22

University Classified Salary Plan

$7,371.50

$74,804.00

Managerial

$54.81

HOSP

Managerial

$106,244.00

$210.57

$95,576.00

$7,371.50

$195.61

E

$6,392.83

$45.95

Hospital Classified Salary Plan

$76,714.00

$8,853.67

To learn more, please visit: https://jobs.utsouthwestern.edu/why-work-here/diversity-inclusion.

As a part of UT Southwestern’s Diversity and Inclusion initiatives, our goal is to create a working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; national origin; ancestry; sex; gender; gender identity; gender expression; age; religion; sexual orientation; physical or mental disability; medical condition; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

Manager of the Office of Legal Affairs

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

Experience and Education

Bachelor’s degree

Currently responsible for supervising all administrative support staff and leading efforts to optimize the administrative functions of the office.

Mission

The Manager of the Office of Legal Affairs:

- Manages the daily operations of the Office of Legal Affairs.
- Oversees the development of a comprehensive oncology data analytics reporting program including the analysis and trending of data for accrediting bodies.
- Prepares oncology analytics and program performance presentations for Cancer Program Development and Executive Breast Committee meetings.
- Oversees the development and implementation of Chair and department administrator incentive plans, and other reports provided by the department.
- Provides advice and assistance to senior management in the planning, implementation, and evaluation of modifications to existing operations, systems, and procedures.
- Helps develop and implement departmental policies and procedures, and prepares operational analyses and reports.
- Coordinates operational functions of Parking Services for the UTSW campus.
- Participates in the development and implementation of departmental policies and procedures.
- Oversees the supervision of personnel that includes work allocation, training and problem resolution; evaluates performance and makes recommendations for necessary procedure changes.
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Job Duties

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- Participates in the development and implementation of departmental policies and procedures.
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Managerial

E

$295.05

20

Hospital Classified Salary Plan

$287.71

1960

UNIV

University Classified Salary Plan

$245.40

$5,837.75

$7,371.50

$9,501.25

$54.81

PROF

$8,853.67

Y

$8,753.00

$39.08

$526.32

$50.50

UNIV

University Classified Salary Plan

$295.05

MGR PAYER PLAN

MGR PATIENT REFERRALS

federal rules regulations. Perform other duties as assigned. KNOWLEDGE, SKILLS, & ABILITIES

Work requires ability to work with confidential information on a daily basis. Work requires working knowledge of insurance, insurance billing, and various regulatory requirements. Proficiency in Microsoft Excel and Word is required.

Responsible for developing a robust and ongoing training curriculum to ensure successful patient interactions and workflow processes. Responsible for developing and monitoring detailed performance improvement plans to achieve key performance indicators. Demonstrates continuous improvement in targeted areas of quality, insurance verification, and financial clearance of inpatient and outpatient services across multiple clinics, specialties, departments, and within the hospital. Demonstrate continuous performance improvement in targeted areas of quality, insurance verification, and financial clearance.

Communicates: Encourages candid exchange of ideas; articulates views clearly and directly; expresses facts clearly in writing; listens attentively to others; communicates a compelling vision to staff; communicates quickly issues and problems to leadership.

Develops and manages the analytics tools and reports needed to fully understand the business factors of the Pharmacy Service Line. Collaborates with colleagues and contract administrators at UTSW to develop and execute the national/regional/local business plans and assists with writing a business plan by including the health plan targets for the upcoming quarter and year. Develops and manages the analytics tools and reports needed to fully understand the business factors of the Pharmacy Service Line. Collaborates with colleagues and contract administrators at UTSW to develop and execute the national/regional/local business plans and assists with writing a business plan by including the health plan targets for the upcoming quarter and year.

UTSW health system strategic plan, facilitates ambulatory pharmacy new business growth/development including payer negotiation, implementation of new contracts, monitoring of financial indicators and modification of business strategy to ensure desired results are achieved. UTILITY plan, facilitates ambulatory pharmacy new business growth/development including payer negotiation, implementation of new contracts, monitoring of financial indicators and modification of business strategy to ensure desired results are achieved.

Responsible for ensuring adherence to all policies and procedures of the organization. Work requires professional telephone and personal contact with all levels of internal and external individuals and groups on a daily basis. Work requires the ability to ensure adherence to all policies and procedures of the organization. Work requires professional telephone and personal contact with all levels of internal and external individuals and groups on a daily basis.

Coordinate and supervise work of employees as necessary to ensure desired results are achieved with consistency. Work requires professional telephone and personal contact with all levels of internal and external individuals and groups on a daily basis. Work requires the ability to ensure adherence to all policies and procedures of the organization. Work requires professional telephone and personal contact with all levels of internal and external individuals and groups on a daily basis.

Perform other duties as assigned. KNOWLEDGE, SKILLS, & ABILITIES

Work requires ability to plan, organize, coordinate, and supervise work as necessary to ensure desired results are achieved. Work requires professional telephone and personal contact with all levels of internal and external individuals and groups on a daily basis. Work requires the ability to ensure adherence to all policies and procedures of the organization. Work requires professional telephone and personal contact with all levels of internal and external individuals and groups on a daily basis.
MGR QUAL & PERF MEASURES

MGR PROJECT CONTROLS

(esp) and/or Bachelor’s degree in business administration, statistics, public health, quantitative analysis or related discipline and eight (8) years related experience manipulating large relational databases, statistical programming and of a system of internal controls with reasonable assurance that operations are effective and efficient, assets are safeguarded, financial information is reliable, and are in compliance with applicable laws, regulations, and policies. Performs other delivers.

Reviews and resolves claims against vendors for failure to perform. Assists Director of Materials Management in development of purchasing policies and procedures. Reviews and approves non-routine Purchase consultation with Director of Materials Management sources of supply for all materials, equipment and services. Solicits, receives and reviews Request for Proposals. Assists Director of Materials Management in negotiation of purchase the Purchasing department. Empower staff members to accomplish assigned duties. Select candidates for hire; conduct timely performance evaluations; and manage counseling, training, and disciplinary action, as appropriate. 2. Coordinates UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits discrimination on the basis of sexual orientation, gender identity, or gender expression. Work requires demonstrated knowledge of project management methodologies, techniques, and tools/applications. Work requires excellent interpersonal skills (includes coaching and feedback), as demonstrated by the ability to with team members and other stakeholders; delegates tasks and responsibilities to appropriate personnel; identifies and resolves issues and conflicts within a project team in collaboration with senior management; identifies and manages clear manner. Work closely with project task owners/stakeholders on an ongoing basis; estimates resources and participates as needed to achieve project goals. Assesses needs for additional staff and/or resources and communicates with the CHRO to determine ongoing priority of projects and resources allocated. In collaboration with Vice Presidents, senior orientation, ongoing training, performance management and review, time management and work/project assignment. Develops and maintains project management formats, processes and tools used by all team members within the HR PMO. Assigns, schedules and tracks overall progress and success of all projects managed within the HR PMO. Works with the CHRO to determine ongoing priority of projects and resources allocated. In collaboration with Vice Presidents, senior objective Work with the service line leaders to identify equipment needs and coordinate purchasing Submit and track all required documents and business plans to support equipment purchases Ensure the appropriate maintenance support or required. PREFERRED Hospital management experience. Prior experience with project and program management is preferred. ESSENTIAL FUNCTIONS Job Duties: In collaboration with service line leadership, provide joint and engaged leadership provide leadership to assigned Projects MINIMUM QUALIFICATIONS REQUIRED Bachelor’s degree in business administration, health care administration, public health, nursing or related field and three (3) years of progressive related experience requires ability to work with confidential information on a daily basis. Work requires ability to effectively interpret and apply organizational policies, procedures, and systems. Work requires excellent interpersonal, organizational, program expectations to team members and stakeholders in a timely and clear fashion. Manage the program promotion and event recruitment and serve as the central point of contact for applicants, attendees, program/event staff, and Security This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information Salary Salary Negotiable Summary Manages, coordinates, and directs
Managerial Reimbursement - $136,844.00
Managerial Quality Outcomes & Performance Improvement - $70,053.00
Managerial Reimbursement - $8,061.00
Managerial Quality Outcomes & Performance Improvement - $269.43

Managerial Reimbursement - $269.43
Managerial Quality Outcomes & Performance Improvement - $12,458.17
Managerial Reimbursement - $8,096.25
Managerial Quality Outcomes & Performance Improvement - $26
Managerial Reimbursement - $65.79
Managerial Quality Outcomes & Performance Improvement - $106,244.00
Managerial Reimbursement - $12,458.17
Managerial Quality Outcomes & Performance Improvement - $5,837.75
Managerial Reimbursement - $446.97
Managerial Quality Outcomes & Performance Improvement - $11,403.67
Managerial Reimbursement - $39.08
Managerial Quality Outcomes & Performance Improvement - $6,773.92
Managerial Reimbursement - $514.00
Managerial Quality Outcomes & Performance Improvement - $125,250.00
Managerial Reimbursement - $10,437.50
Managerial Quality Outcomes & Performance Improvement - $33.68

Managers and staff have equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and any other condition as the law may prohibit. This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information. Salary is Negotiable. Experience and Education: Bachelor's degree.
Ensures inpatient concurrent reviews and retrospective review requests are established medical necessity criteria; basic knowledge of ICD-9 / ICD-10 coding, CPT coding, MS-DRG’s, APC’s, contracts and applicable rules and regulations affecting reimbursement for healthcare services. Proven record of identifying process.

Assists faculty, residents, students, and employees with questions and problems concerning patient communications, risk management, potential liability and direction provided by administrative policies. Assists in the preparation of monthly management reports providing key revenue and operational metrics and analysis to the

Directs and develops written justification to support budget proposals, expenditure items, and financial policy matters. Directs, manages, and supervises department’s billing office. Develops and modifies

Functions and services. Coordinates processes for reviewing, analyzing, and establishing fee schedules for Department and related Divisions. Assists Chairman with establishment of Department incentive system and ensure effective

level of data integrity and accuracy. Directs and develops written justification to support budget proposals, expenditure items, and financial policy matters. Directs, manages, and supervises department’s billing office. Develops and modifies

accounting oversight to the Department and the Finance and Accounting arm of the Medical Center and Clinics. Assists in the preparation of monthly management reports providing key revenue and operational metrics and analysis to the

job duties. Performs other duties as assigned. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it

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is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.
University Classified Sal Pln

Managerial

Security

Finance and Institutional

Chief Financial Officer (CFO)

Provides project management to CFO to manage projects assigned by the CFO and other leaders within the Business Affairs organization, ensuring alignment with strategy and common objectives.

Staffing: Responsible for recruiting, selecting, and providing opportunities for professional development to functional team members.

Staff on specific processes and service standards, and ensuring staff have the tools and resources necessary to perform assigned tasks.

Reviews and interprets financial and operating information, as appropriate; coordinates and develops plans and procedures.

Job Duties:

- Review Industry best practices and generate plan to implement operational enhancements
- Lead and participate in the daily operations of Auxiliary Enterprises and programs
- Participate in the evaluation of projects and the development of new projects
- Maintain knowledge of project and program policies and procedures
- Review project data and ensure the accuracy of project reports

Required Skills:

- Ability to communicate clearly using good verbal and written communication and interpersonal skills
- Ability to read, write, develop plans and procedures, and coordinate persons and other resources to accomplish goals
- Ability to manage multiple projects and exercise decision-making and problem solving skills
- Ability to work with confidential information on a daily basis
- Ability to exercise good judgment and maintain confidentiality as appropriate
- Ability to manage and direct staff
- Ability to ensure adherence to all policies and procedures of university
- Ability to work with complex budgets, preparing financial spreadsheets and tracking expenditures

Qualifications:

- Bachelor's degree or equivalent and four (4) years experience in event planning as well as extensive experience with special events required.
- Additional years of experience in lieu of education may be considered.
- Experience working with complex budgets, preparing financial spreadsheets and tracking expenditures required.
- Professional experience in a similar role or related field preferred.
- Must be detail-oriented, self-starter with an ability to work independently and manage multiple projects and exercise decision-making and problem solving skills.

Job Duties:

- Assist Directors and AVP in developing plans, priorities and work assignments to achieve department goals.
- Manage budget and ensure adherence to all policies and procedures of university.
- Formulate corrective action plans to address any instances of exceptions and non-compliance with university, federal, state and payer billing requirements.
- Ensure all procedures for their teams are current and accurate.
- Ensure accuracy and appropriateness of AFS policies and practices.
- Maintain confidentiality as appropriate.
- Perform other duties as assigned.

Knowledge, Skills, Abilities:

- Must have knowledge of business administration, financial management, and related principles and practices.
- Must have the ability to read, analyze, develop plans and procedures, and communicate effectively both orally and in writing.
- Must have the ability to exercise good judgment and maintain confidentiality as appropriate.
- Must have the ability to manage and direct staff.
- Must have the ability to ensure adherence to all policies and procedures of university.
- Must have the ability to work with confidential information on a daily basis.
- Must have the ability to work with complex budgets, preparing financial spreadsheets and tracking expenditures.
- Must have the ability to exercise decision-making and problem solving skills.
- Must have the ability to work independently and manage multiple projects.

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Support the efforts of the Office for Operational Excellence reports to the Assistant Vice President, Talent Planning & Development, and is responsible for the data-analytic, technology and operational process infrastructure to support talent planning and development functions.

1. Attends professional development sessions to remain current with industry trends.

2. Operates a specialized, service-oriented talent planning and development function.

3. Works closely with operational leaders to define and prioritize talent planning and development needs.

4. Performs research, data analysis, and trend analysis to support operational decision-making.

5. Supports Internal Audit, the Office of Federal Contract Compliance Programs (OFCCP), and the Equal Employment Opportunity Commission (EEOC) standards, referencing the entire compliance process.

6. Directly supervises 5-6 FTEs and internship programs for department. Provides structure, direction and accountability for system projects, coordinates and prioritizes staff.

7. Collaborates with leadership team members and stakeholders for the development of a 3-year capital plan for the Support Services Division.

8. Operational Budget Control: Prepare and manage annual operational budget in assigned areas.


10. Identify and address areas of risk and compliance.

11. Resource Management:

   a. Collaborate with the Finance Department to monitor capital expenditures against budget, performing regular reconciliation.

   b. Participate in the development of the capital plan for the Support Services Division.

12. Strong functional team through effective recruiting, training, coaching, performance feedback, team building, and succession planning.

13. Serve as a champion of change and drive adoption of new approaches, ideas, programs, and technologies.

14. Support colleagues and/or customers.

15. Participate in the development and execution of a comprehensive communications strategy.

16. Manage, develop, and grow the Operational Excellence team.

17. Supervise and manage the performance of the team.

18. Oversee the performance of the team.

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59. Collaborates with leadership team members and stakeholders for the development of a 3-year capital plan for the Support Services Division.

60. Operational Budget Control: Prepare and manage annual operational budget in assigned areas.


62. Identify and address areas of risk and compliance.

63. Resource Management:

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   b. Participate in the development of the capital plan for the Support Services Division.

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65. Serve as a champion of change and drive adoption of new approaches, ideas, programs, and technologies.

66. Support colleagues and/or customers.

67. Participate in the development and execution of a comprehensive communications strategy.

68. Manage, develop, and grow the Operational Excellence team.

69. Supervise and manage the performance of the team.

70. Oversee the performance of the team.

71. Directly supervise 5-6 FTEs and internship programs for department. Provides structure, direction and accountability for system projects, coordinates and prioritizes staff.

72. Collaborates with leadership team members and stakeholders for the development of a 3-year capital plan for the Support Services Division.

73. Operational Budget Control: Prepare and manage annual operational budget in assigned areas.

74. Monitor and report operational financial performance.

75. Identify and address areas of risk and compliance.

76. Resource Management:

   a. Collaborate with the Finance Department to monitor capital expenditures against budget, performing regular reconciliation.

   b. Participate in the development of the capital plan for the Support Services Division.

77. Strong functional team through effective recruiting, training, coaching, performance feedback, team building, and succession planning.

78. Serve as a champion of change and drive adoption of new approaches, ideas, programs, and technologies.

79. Support colleagues and/or customers.

80. Participate in the development and execution of a comprehensive communications strategy.

81. Manage, develop, and grow the Operational Excellence team.

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83. Oversee the performance of the team.

84. Directly supervise 5-6 FTEs and internship programs for department. Provides structure, direction and accountability for system projects, coordinates and prioritizes staff.

85. Collaborates with leadership team members and stakeholders for the development of a 3-year capital plan for the Support Services Division.

86. Operational Budget Control: Prepare and manage annual operational budget in assigned areas.


88. Identify and address areas of risk and compliance.

89. Resource Management:

   a. Collaborate with the Finance Department to monitor capital expenditures against budget, performing regular reconciliation.

   b. Participate in the development of the capital plan for the Support Services Division.

90. Strong functional team through effective recruiting, training, coaching, performance feedback, team building, and succession planning.

91. Serve as a champion of change and drive adoption of new approaches, ideas, programs, and technologies.

92. Support colleagues and/or customers.

93. Participate in the development and execution of a comprehensive communications strategy.

94. Manage, develop, and grow the Operational Excellence team.

95. Supervise and manage the performance of the team.

96. Oversee the performance of the team.

97. Directly supervise 5-6 FTEs and internship programs for department. Provides structure, direction and accountability for system projects, coordinates and prioritizes staff.

98. Collaborates with leadership team members and stakeholders for the development of a 3-year capital plan for the Support Services Division.

99. Operational Budget Control: Prepare and manage annual operational budget in assigned areas.

100. Monitor and report operational financial performance.

101. Identify and address areas of risk and compliance.

102. Resource Management:

   a. Collaborate with the Finance Department to monitor capital expenditures against budget, performing regular reconciliation.

   b. Participate in the development of the capital plan for the Support Services Division.

103. Strong functional team through effective recruiting, training, coaching, performance feedback, team building, and succession planning.

104. Serve as a champion of change and drive adoption of new approaches, ideas, programs, and technologies.

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106. Participate in the development and execution of a comprehensive communications strategy.

107. Manage, develop, and grow the Operational Excellence team.

108. Supervise and manage the performance of the team.

109. Oversee the performance of the team.

110. Directly supervise 5-6 FTEs and internship programs for department. Provides structure, direction and accountability for system projects, coordinates and prioritizes staff.
Manages the preparation, collection, and creation of multiple annual reports for University, State, SACS accreditation, and professional organizations.  

**DUTIES AND RESPONSIBILITIES:**  
- Provides leadership, direction, and support for the investigation, analysis, and resolution of employee and student complaints.  
- Develops and implements quality assurance monitoring and control systems for process performance.  
- Oversees the activity of the University Hospitals operations teams and staff to develop, implement and maintain a system of quality and compliance within all hospital accrediting and quality agencies.  
- Manages the preparation, collection, and creation of multiple annual reports for University, State, SACS accreditation, and professional organizations.  
- Performs other duties as assigned.  

**Knowledge, Skills & Abilities:**  
- Work requires ability to lead, manage and direct staff.  
- Work requires ability to monitor and maintain budget.  
- Work requires ability to ensure adherence to policies and procedures.  
- Work requires ability to manage work in a dynamic environment with multiple priorities, and responding to incoming administrative issues and concerns addressed to the Chief of Police, including those of a sensitive or confidential nature.  
- Reports fiscal and personnel matters, status and activities to the Chief of Police, Chief Financial Officer, and/or Office of Human Resources.  
- Supervises departmental administrative and/or clerical personnel.  
- Performs other duties as assigned.  

**Education:**  
- A Bachelor’s degree in Criminal Justice, Business Administration, or related filed required.  
- Five (5-7) years progressively responsible, related experience to include at least three (3) years in a supervisory capacity.  
- Applicants without the stated preferred degree, but with significant additional related experience may be considered.  
- Job qualifications may need to be met by the incumbent.  

**Working Conditions:**  
- Work is performed primarily in a hospital or hospital clinic environment.  
- Constant walking, standing, bending, turning, and stooping.  
- Pass pre-employment physical exam including color blind testing.  
- Any suitable arrangement that provides the worker with a comparable degree of work-related access to the conditions associated with the primary workplace.  

**Job Responsibilities:**  
- Manages the preparation, collection, and creation of multiple annual reports for University, State, SACS accreditation, and professional organizations.  
- Performs other duties as assigned.
Managerial

Independently perform work of considerable complexities in order to achieve general results by interpretation of policy and using ingenuity, initiative and good judgment, and/or precedents to work problems having broader implications in

Laboratory including patient sample storage, handling of clinical material, appropriate analysis of samples including quality control material and assessment of results. Recognizes deviation from expected results; analyzes and corrects problems

the management and technical staff of the laboratory. Advise the management on the budgetary issues (equipment and supplies)

on-going training and professional development of staff. Assist in developing performance standards. Performs advanced/specialized tests and other related laboratory techniques. Reruns work of others to confirm test results.

Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information

Summary

Serves as an expert working on high-
SUMMARY
Works under minimal supervision with members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

EXPERIENCE
Graduate of an accredited medical imaging program that meets or exceeds the education standards of the American Society of Radiologic Technologists in Radiation Therapy (ASRT).

EDUCATION
High School diploma or equivalent.

SKILLS
- Proficient in the interpretation of diagnostic images.
- Ability to perform various imaging procedures accurately and efficiently.
- Strong communication skills, both written and verbal.
- Knowledge of medical terminology and procedures.
- Familiarity with hospital policies and procedures.
- Ability to work effectively in a team environment.
- Commitment to patient safety and quality care.

Responsibilities
- Perform diagnostic imaging procedures in accordance with established protocols and regulations.
- Interpret and communicate imaging results to medical professionals.
- Maintain patient records and imaging equipment.
- Follow infection control procedures to ensure patient safety.
- Participate in quality control and performance improvement activities.
- Participate in continuing education and professional development activities.

Security
This position is security-sensitive and subject to the provisions of Texas Education Code 51.215.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the healthcare team in accordance with federal and state law. The University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.
Professional Technologist - NeuroDx

- Prof Technologist - Diagnostic

- Medical Technician - NeuroDx

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- Work requires ability to build high functioning teams that work in tandem within interdepartmental modalities.

- Working Conditions:
  - Work is performed primarily in a hospital or requires ability to respond to and interact with all stakeholders with the PACT standards.
  - Work requires ability to devise creative alternatives and suggestions to workflow constraints.
  - Work requires a change agent attitude that includes flexibility and adaptability to perform in a high volume facility.

- Evaluates patient's history and symptoms for the procedures clinical criteria.

- Assist patient in dressing for exam and attends to patients physical well-being while transporting to and from exam room and table, and positioning for exam.

- Be good stewards of hospital resources to ensure facility financial goals are met.

- Checks equipment and accessories to ensure proper working order and notifies appropriate personnel for repairs.

- Responds to inquiries/calls regarding equipment and supplies.

- Administers intravenous injections of contrast material as appropriate, observes patients for adverse reactions.

- Monitors and trains students in all areas of current competencies.

- Assists in the orientation and training of new staff.

- Performs or coordinates neuro-ophthalmic imaging and testing for the Department of Neurology research protocols and neuro-ophthalmic imaging and testing for new research projects in collaboration with other personnel.

- Possess one or more of the following core functions: a) Directly interacting with or caring for patients; b) Directly interacting with or caring for human-subjects research participants; c) Regularly maintaining, modifying, releasing or similarly modifying medical records.

- Demonstrates the ability to access, navigate and document in multiple software applications as necessary to perform essential responsibilities.

- Provides accurate charge entry/verification routinely and maintains electronic communication consistently with appropriate staff through the designated channels.

- Demonstrates knowledge of electrical safety to patients and staff.

- Rotates through on-call duties equitably and supports the EEG and EMU department or Neurosonology lab as assigned by Department leader.

- Willing and able to work on holidays, weekends, nights and holidays.

- Learns to perform additional and advanced Neurodiagnostic Procedures.

- Expands knowledge by participation in research projects, conferences, in-services, and independent study.

- Duties performed may include one or more of the following:
  - Demonstrates the ability to access, navigate and document in multiple software applications (Nihon Kohden, Microsoft Office suites, Cadwell, Persyst, Remote Citrix, Epic, Peoplesoft, Neurosonology software systems).
  - Provides accurate charge entry/verification.
  - Maintains electronic communication consistently with appropriate staff through the designated channels.
  - Demonstrates knowledge of electrical safety to patients and staff.
  - Rotates through on-call duties equitably and supports the EEG and EMU department or Neurosonology lab as assigned by Department leader.
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- Experience and Education:
  - Bachelor's degree from accredited institution in relevant field.
  - Two (2) years of experience in Nuclear Medicine.
  - Basic life support (BLS) certification, American Heart Association (AHA) or American Red Cross (ARC).
  - Two (2) years' experience in Nuclear Medicine preferred; clinical training at UTSW may be considered as substitution for experience.

- Job Duties:
  - General Job Responsibilities:
    - Maintains work area in a clean and safe condition.
    - Follows established procedures.
    - Documents pertinent information.
    - Adheres to safety and quality standards as set forth by the organization.
    - Demonstrates the ability to access, navigate and document in multiple software applications as necessary to perform essential responsibilities.

- Security:
  - This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

- Salary:
  - Salary Negotiable.

- Experience and Education:
  - Bachelor's degree from accredited institution in relevant field.
  - Three (3) years of experience in Nuclear Medicine.
  - Basic life support (BLS) certification, American Heart Association (AHA) or American Red Cross (ARC).
  - Two (2) years' experience in Nuclear Medicine preferred; clinical training at UTSW may be considered as substitution for experience.

- Job Duties:
  - General Job Responsibilities:
    - Maintains work area in a clean and safe condition.
    - Follows established procedures.
    - Documents pertinent information.
    - Adheres to safety and quality standards as set forth by the organization.
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    - Documents pertinent information.
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    - Demonstrates the ability to access, navigate and document in multiple software applications as necessary to perform essential responsibilities.

- Security:
  - This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

- Salary:
  - Salary Negotiable.
Analyzes and designs treatment plans based on patient problems and goals. Prepares for patient discharge. Records patients' progress. Orders equipment and ensures prescriptions are completed in full. Organizes patient treatment and

Does not compromise the patient's or another's safety, while at the same time maximizes the patient's treatment potential. Identifies and records problems areas on evaluation. For each problem identified, projects reasonable goals with

Knowledge, Skills & Abilities

Work requires ability to relieve manager of administrative duties, which may include functioning as liaison. Work requires ability to coordinate and work independently. Work requires proficient computer operations. Duties performed may include one or more of the following core functions:

(a) Directly interacting with or caring for patients;
(b) Regularly maintaining, modifying, releasing or similarly affecting patient records.

Performs other duties as assigned. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community.

In accordance with federal fashion.

Supports the transition of nurses and other healthcare team members across learning and practice environments, roles, and professional stages. Uses the educational design process: Assesses practice gaps, Identifies learning needs, Develops

Scope & Standards of Practice (current edition). NPD practitioner uses and/or develops tools, theories, skills and knowledge of NPD to improve the practice of the nursing and other healthcare staff that care for University Hospital/Clinic

(NPD) Practitioner is an umbrella term that includes graduate prepared nurses with or without certification in Nursing Professional Development (NPD). NPD practitioner competencies are outlined in the Nursing Professional Development:

The goals of the program are met. In collaboration with the Director, develops program outcome measures and monitor for sustainability. Conducts investigator-initiated research that supports and adds to nursing's scientific foundation. Seeks

and collaborating on projects that impact ambulatory operations. Collaborates with clinical leadership in the interview and selection process for potential Occupational Health new hire candidates. Provides clinical access for all Occupational

health new hires. Coordinates various projects such as the Annual Flu Vaccination Event, Onboarding of Fellows and New Hires, Campus Compliance, COVID Vaccination Event, and any other special project required by hospital and ambulatory

and

veteran status.

In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.
<table>
<thead>
<tr>
<th>Code</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOSP</td>
<td>Hospital Classified Salary Plan</td>
<td>Develops and maintains initiatives to ensure quality assurance and performance improvement in targeted areas of responsibility in alignment with the overall performance improvement targets. Develops quality metrics and reporting operating procedures for involved programs. Estimate resources and participants needed to achieve project goals and communicate recommendations to senior management. Consult on data collection and study design for clinical responsibilities to appropriate personnel. Identify and resolve issues and conflicts. Identify and manage project dependencies and critical paths. Plan, schedule and track project timelines and milestones, and develop and automate data displays. Set and continually manage project expectations from department's senior leadership and other stakeholders. Develop full-scale project plans and associated analytics by performing one or more of the following: Delegate tasks and be considered as equivalent in lieu of stated minimums require prior approval of the Vice President for Human Resources, or his/her designee. UT Southwestern Medical Center is committed to an educational and working environment that SKILLS, &amp; ABILITIES Work requires knowledge of computers and office equipment. Work requires ability to ensure adherence to all policies and procedures of university. Work requires ability to coordinate and work independently. Work requires</td>
</tr>
<tr>
<td>Title/Code</td>
<td>Position Description</td>
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<tr>
<td><strong>OPHTHALMIC TECHNICIAN TRAINEE</strong></td>
<td>Performs ophthalmic procedures under the direct supervision of an eye care provider. This includes, but is not limited to, preparing and performing vision tests, dispensing eyewear, and maintaining records. Ensures patient comfort and safety during encounters.</td>
<td></td>
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</tbody>
</table>
NURSING OR SURGICAL TECHNICIAN III

**Position Title:** Nursing or Surgical Technician III

**Department:** Department of Nursing

**Location:** Dallas, Texas

**Type:** Full-time

**Salary:** Salary Negotiable

**Experience and Education:**
- High school diploma or equivalent
- Approved nursing program and one year experience required
- Current Texas (or BNE Compact State) license and current Basic Life Support (BLS) certification, course accredited by the American Heart Association (AHA) or American Red Cross

**Responsibilities:**
- Participates in patient care assignments as a facilitator to nurse and patient care technician residents and actively mentors and supports their growth in the profession and clinical practice.
- Works collaboratively with clinical leaders to properly identify and prioritize goals and problems.
- Participates in performance improvement activities as directed.
- Attends at least 80% of scheduled staff meetings and 100% of mandatory educational sessions.
- Provides supervision of and direction to unlicensed support staff.
- Performs other duties as assigned.

**Security:**
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**ABILITIES:**
- Work requires good interpersonal, customer service, communication, and supervisory skills.
- Work requires ability to ensure adherence to all policies and procedures of university.
- Work requires ability to effectively interpret and apply policies and procedures.

**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. Work is performed in a clinical setting with exposure to hazards associated with patient care activities. Travel is occasionally required throughout the University.

**WORK ENVIRONMENT:**
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in a clinical setting with exposure to hazards associated with patient care activities. Travel is occasionally required throughout the University.

**OTHER DUTIES:**
- Performs other duties as assigned.
proper telephone etiquette and speaks clearly. Conveys feeling of helpfulness and repeats caller's message to ensure proper communication. Gives complete attention to caller and hangs up last. Performs other duties as assigned.

Operates various methods of sterilization. Sets correct cycle parameters and utilizes correct chemical process indicators per steam, sterrad, gas, or steris sterilization. Wears proper personnel protective equipment while

anesthesia supplies. Organizes and prioritizes anesthesia tasks based on identified need. Monitors and stocks oxygen tanks. Serves as professional and technical subject matter expert and resource person. Demonstrates competency to operate

technique. Prepares and sets-up special equipment based on individual patient needs. Prepares for and assists with patient transport. Provides technical and support services. Assists with set-up and placement of invasive monitoring lines and

Security This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary: Salary Negotiable

Experience and Education: High school diploma, general equivalency diploma, or associate’s degree. Must hold current valid Texas Registered Nurse (RN) license. Must have experience in acute hospital setting and be able to demonstrate basic

vital signs monitoring and basic life support skills. Must be able to work effectively in a team environment. Must be able to effectively communicate with patients, families, and medical staff. Must have the ability to multitask and

active problem solving by collaborating with staff to ensure effective resolution of identified issues. Utilizes chain of command for unresolved or escalating issues. Advocates for patients and staff to provide for safe delivery of care and/or a

standard of care. A current Basic Life Support (BLS) certification, course accredited by the American Heart Association (AHA) or American Red Cross (ARC). Three years experience as an RN. Specialty areas may have increased experience

Security This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary: Salary Negotiable

Experience and Education: Graduate of an orthopedic technician training program accredited by the American Academy of Orthopedic Surgeons (AAOS) or equivalent plus two (2) years experience as an Orthopedic Technician. Certification as an

Orthopedic Technician required.

Job Duties: Escorts or transports patients to exam rooms or treatment rooms or other areas as directed. Assist Orthopedic Surgeon in reduction of fractures. Measure and fit patients for braces and other orthopedic devices. Write standard

admitting and pre-op instructions for patients having surgery; instruct patient in pre and post-op instructions; assist patient to and from the operating room.

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admitting and pre-op instructions for patients having surgery; instruct patient in pre and post-op instructions; assist patient to and from the operating room.
PATIENT ACCESS REPRESENTATIVE I

- Pre-register/Register patients for their medical appointments
- Duties include assisting with the daily deposit and training new PAR staff

Knowledge, Skills & Abilities:
- Good general knowledge of PAR operations
- Ability to assist with training of new PAR staff
- Assist with doing the daily deposit
- Assist with training existing staff on new processes
- Schedule walk-in/patient appointments for multiple locations if applicable

Additional Responsibilities:
- Coordinates with case management, physician’s office and/or ancillary department regarding any insurance issues
- Responds to patient inquiries for information in person and over the telephone providing information regarding health care services; provides directions to various facilities and services (restrooms, dining, etc.)
- Keeps current on UT Southwestern policies and procedures in conjunction with patient care areas
- Provides escorts and wheelchair assistance, ensuring patient comfort and safety at all times
- Seeks to understand the needs of the internal and external customers; meeting and exceeding those needs
- Serves as a liaison to other departments as needed

- Experience:
  - High School Diploma or GED required
  - 3-5 years’ experience in a Customer Service setting preferred
  - 4 years’ experience in a Clinical/Medical Office setting preferred

- Required Certifications/Membership:
  - Required within 1 year of promotion/hire

- UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status.

- Other Duties:
  - Performs other duties as assigned

- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community.

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- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community.
The University of Texas Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status. To learn more, please visit: https://jobs.utsouthwestern.edu/why-work-here/diversity-inclusion/.

Hospital/Departmental Policies.

Duties performed may include one or more of the following core functions:

a) Directly interacting with or caring for patients;

b) Directly interacting with or caring for human-subjects research participants;

c) Regularly maintaining, modifying, releasing or similarly affecting patient records (including patient financial records); or

d) Regularly maintaining, modifying, releasing or similarly affecting human-subjects research records.

Performs other duties as assigned.

In addition to the above duties, this position is responsible for:

1. Collecting payments for patients seen in assigned location and balances due at the time of discharge. Ensures proper documentation of accounts receivable and-office operations are conducted in a courteous and professional manner.

2. Collecting patient information, updating electronic records, performing registration and scheduling functions, and obtaining payment at the time of service.

3. Working independently and in an organized and methodical manner to complete all required duties.

4. Following established policies and procedures.

5. Ensuring confidentiality of all patient information at all times.

6. Collecting co-payments and other cash transactions and providing the appropriate change.

7. Barricading the patient's room, as appropriate.

8. Providing patients with the appropriate information concerning the time of arrival and the location of their appointment.

This position requires excellent skills in customer service, a strong work ethic, and the ability to communicate effectively with patients and other affected parties. Accurately posts payments and assists in the creation of payment plans for upcoming services and/or outstanding balances. Responsible for reviewing account details for patient education and/or correction.

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<table>
<thead>
<tr>
<th>Department</th>
<th>Title</th>
<th>Base Pay</th>
<th>Experience</th>
<th>Education</th>
<th>Job Duties</th>
</tr>
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<tbody>
<tr>
<td>University Classified Sal Pln</td>
<td>Liaisons</td>
<td>$4,811.17</td>
<td>$72,044.00</td>
<td>$54,749.00</td>
<td>Acts as a liaison in a health care environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; sex; national origin; age; sexual orientation; gender identity or expression; or mental or physical disability. Preferred education is a Bachelor degree in appropriate field; and/or working experience in a large multi-specialty system.</td>
</tr>
<tr>
<td>Hospital Classified Salary Pln</td>
<td>Prof Fee Sched-Bill Spec Jr</td>
<td>$6,003.67</td>
<td>$34.64</td>
<td></td>
<td>Job Duties 1. Performs Revenue Cycle audits on PFS employees for medical, surgical, and billing operational departments for complete/appropriate data elements, action, and documentation. 2. Interacts with the provider community to review and resolve financial related issues. 3. Tasks are performed in a self-directed manner. 4. Acts as a liaison. 5. Supports leadership by performing special projects as assigned. 6. Provides recommendations to management for training and coaching purposes. 7. Supports leadership by performing special projects as assigned. 8. Performs other duties as assigned.</td>
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<td>PATIENT FINANCIAL SERVICES REPRESENTATIVE III</td>
<td>Liaisons Guest &amp; Pat Svcs-Clin</td>
<td>$222.05</td>
<td>$39,986.00</td>
<td>$57,734.00</td>
<td>SkillsThe use of initiative, strong independent judgement, and resourcefulness are inherent in the job. Ability to be self-supervising. Ability to identify needs and develop policies and procedures for use within the department. Good general health.</td>
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<td>$367.60</td>
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Note: The information provided includes job duties, required skills, and responsibilities. It is important to note that specific tasks and responsibilities may vary depending on the organization and department.
<table>
<thead>
<tr>
<th>Position</th>
<th>Department</th>
<th>University Classified Sal Pln</th>
<th>Patient Services Rep.</th>
<th>University Classified Sal Pln</th>
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**Job Duties and Responsibilities**

- **Customer Service**
  - Provides assistance with electronic and in-person Campus information.
  - Answers phones, responds to requests, and provides appropriate information.

- **Communication with Patients**
  - Respectfully interacts with emotionally ill patients and family members.

- **Teamwork**
  - Works with Lead Patient Services Representatives.

- **Preparation and Procedure**
  - Orients new staff and students to work areas.

- **Patient Safety**
  - Collaborates with other nursing staff and hospital employees to create a patient-safe environment.

- **Patient Care**
  - Provides assistance during patient check-in located at the applicable Guest and Patient Services desks across campus.
  - Communicates changes effectively, prepares, and supports those affected by change.
  - Monitors transition and evaluates results.
  - Applies feedback to improve care.
  - Demonstrates accuracy and thoroughness.
  - Follows policies and procedures.
  - Follows instructions.
  - Responds to leadership direction.
  - Arrives to work, meetings, and appointments on time.

- **Professional Behavior**
  - Provides assistance with electronic and in-person Campus information.
  - Answers phones, responds to requests, and provides appropriate information.

- **Professional Development**
  - Maintains current customer service, clinical, and technical skills by attending training programs and seminars to continue level of competency.

**Job Values**

- Communication
- Managing Work
- Stress Tolerance
- Quality Orientation
- Technical/Professional skills and Knowledge

**UT Southwestern Medical Center**

- Committed to an educational and working environment that is conducive to the retention of qualified employees.

**Security**

- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Experience and Education**

- Degree from an accredited institution.

**Summary**

- Works under minimal supervision to ensure the delivery of quality patient care.
- Reports errors promptly.
- Assures accountability for all actions in the workplace.
- Maintains current customer service, clinical, and technical skills by attending training programs and seminars to continue level of competency.
- Ensures compliance with departmental policies and procedures.

**Responsibilities**

- Collects data to include: intake and output, weight, temperature, pulse, respirations, and blood pressure.
- Recognizes and immediately reports values outside normal parameters to the nurse.
- Demonstrates accuracy and thoroughness.
- Follows policies and procedures.
- Follows instructions.
- Responds to leadership direction.
- Arrives to work, meetings, and appointments on time.
- Provides assistance with electronic and in-person Campus information.
- Answers phones, responds to requests, and provides appropriate information.
- Respectfully interacts with emotionally ill patients and family members.
- Works with Lead Patient Services Representatives.
- Orients new staff and students to work areas.
- Collaborates with other nursing staff and hospital employees to create a patient-safe environment.
- Provides assistance during patient check-in located at the applicable Guest and Patient Services desks across campus.
- Communicates changes effectively, prepares, and supports those affected by change.
- Monitors transition and evaluates results.
- Applies feedback to improve care.
- Demonstrates accuracy and thoroughness.
- Follows policies and procedures.
- Follows instructions.
- Responds to leadership direction.
- Arrives to work, meetings, and appointments on time.
- Provides assistance with electronic and in-person Campus information.
- Answers phones, responds to requests, and provides appropriate information.

**Requirements**

- Maintains current customer service, clinical, and technical skills by attending training programs and seminars to continue level of competency.
- Ensures compliance with departmental policies and procedures.

**Security**

- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
PAYROLL ACCOUNTING & TAX ADMINISTRATOR

Position: Jr.

Job Description:
- Directly interacts with or caring for patients
- Directly interacting with or caring for human-subjects research participants
- Regularly interacts with patients
- This includes, but is not limited to, researching & resolving special payment assignments as requested
- Works on special projects relating to issues specific to the area of assignment; makes recommendations for changes in
-performs other duties as assigned.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; sexual orientation, gender identity, or gender expression.

Job Duties:

1. Acts as a contact on Managed Care contractual or global billing inquires received by Contract Administration. Resolves or routes issues to appropriate parties. Escalates issues as needed internally.

2. Supports the needs of the division by reviewing contracts, reviewing reports/financial data, and analyzing fee schedules and coding; ensures contracts are administered to reflect appropriate business decisions.

3. Maintains large portion of external contracts and systems' integration. Directs the team's priorities and decision making as it pertains to their areas of expertise.

4. Other Duties: Performs other duties as assigned.

Salary:
Salary Negotiable

Summary:
As a Patient Services Champion, this position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
specimens. Tracks every specimen to ensure specimen integrity, accounting particularly for those samples which must be transported to other locations with fewer than three occasions of errors involving maintaining specimen batches in informed hand off to the next person of authority. Processes laboratory samples according to procedure. Centrifuges and prepares aliquots when needed. Maintains specimen requirements at all times according to protocol. Dispatches specimens to the main laboratory or other designated testing facility as per established procedure with fewer disagreeable elements, such as bodily fluids, infectious agents, odors, chemicals, contagious diseases, etc. Any qualifications to be considered as equivalents in lieu of stated minimum require prior approval of Vice President for Human supplies and ensures all are within expiration date. Ensures that expired supplies are discarded and none are in the general supply, storage or on phlebotomy carts. Phlebotomy carts need to be fully stocked with required supplies; delivered to Centrifuges and prepares aliquots when needed. Maintains specimen requirements at all times according to protocol. Dispatches patient confidentiality throughout all activities and communications. Enters data of patient demographics and lab order instructions as needed. Labels patient specimens and paperwork accurately according to established procedures, participating in performance improvement activities by Identifying process improvement opportunities and implementing as appropriate. Ensures specimen requirements are maintained during transportation and storage as per protocol. disagrees on specimen handling and disposal procedures. Other responsibilities include but are not limited to: Selection and preparation of patients for blood tests, blood transfusions, and other procedures. Administration of medications, including intravenous medications, according to protocol. 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PHYSICAL THERAPY ASSISTANT

Provide therapeutic and supportive care to patients under the direction of a physician or Physical Therapist. Assist in the development, implementation, and evaluation of the patient's plan of care. Participate in patient assessment, evaluation, treatment planning, and treatment. Assist in the documentation of patient care in accordance with established policies and procedures. Collaborate with the interdisciplinary team to ensure smooth transitions and continuity of care. Implement the plan of care with the utmost concern for patient confidentiality. Recommend appropriate therapy equipment and supplies, ensuring timely delivery and proper setup. Participate in in-service training and continuing education sessions to maintain current knowledge and skills. Assist in maintaining inventory, supplies, and equipment. Work effectively with the team to ensure the efficient operation of the department, including participating in the on-call rotation. Perform other duties as assigned.

DUTIES AND RESPONSIBILITIES:
- Conducts initial evaluation and establishes baseline data.
- Identifies and records problems.
- Projects realistic goals with reasonable time frames.
- Determines if treatment is effective.
- Uses resulting evaluation to identify and record new problems.
- Maintains patient confidentiality.
- Collaborates with the interdisciplinary team.
- Participates in patient care conferences.
- Records and reports patients' progress to the supervisor.
- Assists with record keeping as necessary.
- Participates in educational activities.
- Participates in rounds, clinics, and meetings as needed.
- Participates in in-service training and continuing education sessions.
- Recommends appropriate therapy equipment and supplies.
- Participates in maintaining inventory, supplies, and equipment.
- Participates in the on-call rotation.
- Participates in development of new physical therapy services.
- Participates in the evaluation of new physical therapy equipment.
- Participates in the monitoring of medical records.
- Participates in the identification of safety hazards.
- Participates in the development of new physical therapy services.
- Participates in the evaluation of new physical therapy equipment.
- Participates in the monitoring of medical records.
- Participates in the identification of safety hazards.

QUALIFICATIONS:
- High School Diploma
- Certification as a Physical Therapy Assistant
- Current Texas License
- CPR Certification
- Knowledge of physical therapy equipment and supplies
- Knowledge of medical record documentation
- Knowledge of safety hazards
- Ability to work effectively with the interdisciplinary team
- Ability to maintain patient confidentiality
- Ability to participate in in-service training and continuing education sessions
- Ability to participate in development of new physical therapy services
- Ability to participate in evaluation of new physical therapy equipment
- Ability to participate in monitoring of medical records
- Ability to participate in identification of safety hazards

EXPERIENCE AND EDUCATION:
- High School Diploma
- Certification as a Physical Therapy Assistant
- Current Texas License
- CPR Certification
- Knowledge of physical therapy equipment and supplies
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- Ability to work effectively with the interdisciplinary team
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- Ability to participate in monitoring of medical records
- Ability to participate in identification of safety hazards

ADDITIONAL INFORMATION:
- This position is security-sensitive and therefore subject to the provisions of Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
POLICE OFFICER

Supports the maintenance of the Policy Office's scheduled review and revision cycle for the Handbook of Institutional Policies and Operating Procedures as assigned. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; national origin; sex; gender identity or expression. 

12. Monitors multiple radiation sources. 
13. Monitors and operates complex access control system. 
14. Defacto emergency management coordinator during after hours critical incidents. 

**Other Duties:** Performs other duties as assigned. 

- Act as agency coordinator for the "911" emergency system. 
- Maintain the Computer Assisted Dispatch (CAD) software. 
- Manages all hardware, software, equipment and technology in the Communications Center. 
- Finishes up routine and emergency calls in a timely manner. 
- Assemble and disassemble radios, maintain them properly. 
- Develop the ability to handle multiple tasks, working under stressful conditions. 
- Activations of emergency procedures for evacuations or similar emergencies. 
- Operation of specialized communication equipment. 
- Establish and maintain rapport with fellow officers and other emergency personnel while on duty. 
- Knowledge of all key personnel and the chain of command. 
-有一定的能力在紧张情况下处理多个任务。
- 协助紧急事件的疏散。
### University Classified Salary Plan

<table>
<thead>
<tr>
<th>Position</th>
<th>Base Pay 1</th>
<th>Step 2</th>
<th>Step 3</th>
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**Job Summary:**

Responsible for the maintenance of hospital and departmental policies, assuring compliance with regulatory requirements and evaluating evidence for best practice. Coordinates with multidisciplinary leadership, policy management teams and individual staff. Manages and executes departmental activities to improve process efficiency and patient outcomes. Maintains knowledge of related professional and regulatory standards. Participates in audits and task force committees to promote and improve clinical services. Assists in the preparation of departmental budgets, financial reports, and strategic plans. Performs other duties as assigned.

**Security:**

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Salary:**

Salary Negotiable

**Experience and Education:**

Master's degree in Business Administration or related field with minimum of five years of progressive experience in hospital or healthcare setting.

---

**Responsibilities:**

- Develop reports to assess or monitor study performance and makes recommendations for improvement of study work flow; oversees all progress reports, continuing operation and database for Internal Review Board and funding agency.
- Meet regularly with other staff involved in data collection and reporting.
- Perform medical records abstractions, data coding and data entry tasks.
- Assist in training of Research Data Analysts I and II and Data Management Assistants.
- Performs other duties as assigned.

**Other Duties:**

- Performs other duties as assigned.

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**Job Summary:**

Responsible for the maintenance of hospital and departmental policies, assuring compliance with regulatory requirements and evaluating evidence for best practice. Coordinates with multidisciplinary leadership, policy management teams and individual staff. Manages and executes departmental activities to improve process efficiency and patient outcomes. Maintains knowledge of related professional and regulatory standards. Participates in audits and task force committees to promote and improve clinical services. Assists in the preparation of departmental budgets, financial reports, and strategic plans. Performs other duties as assigned.

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- Performs other duties as assigned.

**Other Duties:**

- Performs other duties as assigned.

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**Job Summary:**

Responsible for the maintenance of hospital and departmental policies, assuring compliance with regulatory requirements and evaluating evidence for best practice. Coordinates with multidisciplinary leadership, policy management teams and individual staff. Manages and executes departmental activities to improve process efficiency and patient outcomes. Maintains knowledge of related professional and regulatory standards. Participates in audits and task force committees to promote and improve clinical services. Assists in the preparation of departmental budgets, financial reports, and strategic plans. Performs other duties as assigned.

**Security:**

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Salary:**

Salary Negotiable

**Experience and Education:**

Master's degree in Business Administration or related field with minimum of five years of progressive experience in hospital or healthcare setting.

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**Responsibilities:**

- Develop reports to assess or monitor study performance and makes recommendations for improvement of study work flow; oversees all progress reports, continuing operation and database for Internal Review Board and funding agency.
- Meet regularly with other staff involved in data collection and reporting.
- Perform medical records abstractions, data coding and data entry tasks.
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- Performs other duties as assigned.

**Other Duties:**

- Performs other duties as assigned.

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UNIVERSITY OF TEXAS AT DALLAS

DEPARTMENT OF FACILITIES MANAGEMENT

PREVENTATIVE MAINTENANCE TECHNICIAN III

Job Duties:
1. Starts up, shuts down, and adjusts power generating and switching systems in accordance with established operational and safety procedures.
2. Operates switchboards and synchronizes generators.
3. Performs preventive maintenance and diagnoses electrical and mechanical problems.
4. Tests and calibrates all meters and protective devices.
5. Designs and modifies all control circuitry and auxiliary devices.
6. Performs other duties as assigned.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; national origin; gender; age; religion; sexual orientation; gender identity; gender expression; disability; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

Experience and Education:
High school diploma, GED, or vocational school and three (3) years experience in operation and repair of diesel and other gaseous IC engines and other electrical systems related to light and heavy duty machinery and equipment or military service in an electric or mechanical capacity.

Salary Negotiable

UNIVERSITY OF TEXAS AT DALLAS

DEPARTMENT OF FACILITIES MANAGEMENT

POWER SYSTEMS TECHNICIAN I

Job Duties:
1. Starts up, shuts down, and adjusts power generating and switching systems in accordance with established operational and safety procedures.
2. Operates switchboards and synchronizes generators.
3. Performs preventive maintenance and diagnoses electrical and mechanical problems.
4. Tests and calibrates all meters and protective devices.
5. Designs and modifies all control circuitry and auxiliary devices.
6. Performs other duties as assigned.

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Experience and Education:
High school diploma, GED, or vocational school and seven (7) years experience in utilities or industrial trade, including experience in stationary IC power generators, metering, relaying and control responsibilities, general maintenance, and repair of diesel and other gaseous IC engines and other electrical systems related to light and heavy duty machinery and equipment.

Salary Negotiable

UNIVERSITY OF TEXAS AT DALLAS

DEPARTMENT OF FACILITIES MANAGEMENT

POWER PLANT OPERATOR II

Job Duties:
1. Starts up, shuts down, and adjusts power generating and switching systems in accordance with established operational and safety procedures.
2. Operates switchboards and synchronizes generators.
3. Performs preventive maintenance and diagnoses electrical and mechanical problems.
4. Tests and calibrates all meters and protective devices.
5. Designs and modifies all control circuitry and auxiliary devices.
6. Performs other duties as assigned.

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Experience and Education:
High school diploma, GED, or vocational school and three (3) years experience and two-year technical electrical or mechanical trade school; or military service in an electric or mechanical capacity.

Salary Negotiable

UNIVERSITY OF TEXAS AT DALLAS

DEPARTMENT OF FACILITIES MANAGEMENT

POWER PLANT OPERATOR III

Job Duties:
1. Starts up, shuts down, and adjusts power generating and switching systems in accordance with established operational and safety procedures.
2. Operates switchboards and synchronizes generators.
3. Performs preventive maintenance and diagnoses electrical and mechanical problems.
4. Tests and calibrates all meters and protective devices.
5. Designs and modifies all control circuitry and auxiliary devices.
6. Performs other duties as assigned.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; national origin; gender; age; religion; sexual orientation; gender identity; gender expression; disability; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

Experience and Education:
High school diploma, GED, or vocational school and five (5) years experience in utilities or industrial trade, including experience in stationary IC power generators, metering, relaying and control responsibilities, general maintenance, repair of diesel and other gaseous IC engines and other electrical systems related to light and heavy duty machinery and equipment.

Salary Negotiable

UNIVERSITY OF TEXAS AT DALLAS

DEPARTMENT OF FACILITIES MANAGEMENT

MAINTENANCE/CRAFT SKILLED SR.

Job Duties:
1. Starts up, shuts down, and adjusts power generating and switching systems in accordance with established operational and safety procedures.
2. Operates switchboards and synchronizes generators.
3. Performs preventive maintenance and diagnoses electrical and mechanical problems.
4. Tests and calibrates all meters and protective devices.
5. Designs and modifies all control circuitry and auxiliary devices.
6. Performs other duties as assigned.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; national origin; gender; age; religion; sexual orientation; gender identity; gender expression; disability; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

Experience and Education:
Power plant operator Graduate from the University of Texas at Dallas, or equivalent and five (5) years experience in industrial trade, including experience in stationary IC power generators, metering, relaying and control responsibilities, general maintenance, repair of diesel and other gaseous IC engines and other electrical systems related to light and heavy duty machinery and equipment.

Salary Negotiable
Supervisor

University Classified Sal Pln

HOSP

Prof Services-Pgrm/Proj

design skills. Work requires superior project management skills. Proven ability to write in various styles (feature, public relations, press release, etc.) and produce copy in clear, compelling, lay language. Ability to execute efficiently and effectively under deadlines, juggle multiple priorities and responsibilities, and manage a broad range of internal communications across multiple digital channels and platforms, including a new employee mobile app. Strategizes and manages digital campaigns and coordinates with Communications, Marketing, and Public Affairs team to develop and launch key initiatives. Proven track record of driving significant results through creative projects. Excellent verbal, written, interpersonal and listening skills. Analytical and strategic thinker. Strong Editorial and writing skills. Strong instructional and speaking skills. Proven ability to work in a collaborative manner to achieve outcomes. 

Managers/Supervisors

Manager reports to the Assistant Vice President, Organization Development and Training, and is responsible for developing, delivering, and measuring the employee engagement and experience across the employee lifecycle for UT Southwestern Medical Center. The Manager will manage a variety of Clinical Translational Medicine projects. Experience and Education: Bachelor's degree in Business Administration, Healthcare Administration, or related field and eight (8) years experience in the appropriate field. Job Duties: 1. Leads efforts to manage clinics in the Clinical Translational Medicine department, including understanding of regulatory requirements related to clinical trials. 2. Coordinates and conducts needs assessments for the institution to highlight areas for business & communication process improvements, learning and development solutions and curriculum, and OD / engagement interventions. 3. Participates in communications, training, and marketing initiatives. 4. Provides ongoing coaching and support to clinic leadership to manage clinic projects, including understanding of regulatory requirements related to clinical trials. 5. Participates in the development, implementation, and evaluation of strategies for clinic staff training and development. 6. Provides ongoing coaching and support to clinic leadership to manage clinic projects, including understanding of regulatory requirements related to clinical trials. 7. Develops innovative solutions to market services of the institution to stakeholders. 8. Participates in communications, training, and marketing initiatives. 9. Provides guidance and support to clinic staff to ensure compliance with institutional standards. 10. Develops and maintains relationships with clinic leadership, faculty, and staff. 11. Participates in the development, implementation, and evaluation of strategies for clinic staff training and development. 12. Provides ongoing coaching and support to clinic leadership to manage clinic projects, including understanding of regulatory requirements related to clinical trials. Security: This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information. Salary: Salary Negotiable. Summary: The Manager will manage a variety of Clinical Translational Medicine projects.
The Program Manager for Health System

**Job Summary:**

The Program Manager for Health System is responsible for the overall management of the Program's operations, ensuring that all activities are conducted in accordance with regulatory, accreditation, and professional standards. This position requires the ability to develop and bring to conclusion new patient service programs. Work involves telephone and personal contact with all levels of internal and external personnel and organizations. The Program Manager must be able to work independently, take initiative, and act in partnership with relevant management to ensure that appropriate documentation is completed and maintained in accordance with regulations. The Program Manager also recommends and implements educational efforts for orientation and in-service training. Assess and monitor all hospital and department policies, procedures, and activities for compliance with regulatory, accreditation, licensure, and professional standards as it relates to the program. Evaluates appropriate corrective actions and communicates promptly with staff regarding vendor returns. Reviews Return to Vendor requests on a daily basis to proactively resolve any open and outstanding RTVs. Other duties may include:

**Other Duties:**

- Performs other duties as assigned.
- Oversees the Return to Vendor (RTV) process for all goods being returned from University facilities.
- Maintains the Return to Vendor program file, documenting vendor request, goods returned, and the processing of returned goods.
- Keeps abreast of changes in vendors' return policies and procedures.
- Coordinates with vendors and University departments to resolve any issues related to returned goods.
- Provides ongoing education and training to staff on the Return to Vendor process.
- Evaluates the effectiveness of the Return to Vendor program and makes recommendations for improvement.
- Documents all activities related to the Return to Vendor process.

**Education and Experience:**

- Requires a Bachelor's degree in Business Administration, Healthcare Administration, or a related field.
- Minimum of two years of experience working in a healthcare environment.
- Familiarity with Return to Vendor processes and procedures.
- Excellent organizational and communication skills.
- Ability to multi-task and manage multiple projects.

**Working Conditions:**

- Work is performed primarily in an office setting.
- Requires ability to travel to various locations within the University's facilities.

**Other Qualifications:**

- Requires experience in Return to Vendor processes.
- Knowledge of Federal and State regulations related to Return to Vendor processes.
- Ability to work independently and as part of a team.

**Security Considerations:**

- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Salary:**

Salary Negotiable

**Employment Type:**

Regular Full-time
monitoring transactional data for AAP planning (i.e. hiring, promotion, termination, etc.) and generating AAP-related reports for management. Summarizes affirmative action data into information designed to support strategic diversity plans.

Education Code 51.215. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern Medical Center prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, protected veteran status, disability, age, or other legally protected classifications.

This position is security-sensitive and thereby subject to the provisions of Texas Education Code 51.215. However, the specific provisions of this code are not relevant to the current position.

This position is required to have a comprehensive review for grant proposals, and provides ongoing management of awarded grants for activities, programs, and special initiatives. Participates in conferences. Designs and maintains a system for data collection and creates reports for management. This position is responsible for developing and maintaining a system for data collection and reporting, as well as participating in conferences to present findings.

Information Technology, Health Information Technology, Business Administration, Healthcare Administration, Public Policy or related field and five (5) years relevant work experience. Preferred: Master's degree in Informatics, Information Technology, or related field.

This position is responsible for developing and maintaining a system for data collection and reporting, as well as participating in conferences to present findings. This position requires a comprehensive review for grant proposals and provides ongoing management of awarded grants for activities, programs, and special initiatives. Participates in conferences. Designs and maintains a system for data collection and creates reports for management.

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Information Technology, Health Information Technology, Business Administration, Healthcare Administration, Public Policy or related field and five (5) years related clinical operations and project management experience, required. Master's degree in related field strongly preferred.

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<td>Research Security</td>
<td>Bachelor's degree in healthcare related field</td>
<td>3 years</td>
<td></td>
<td>Performs other duties as assigned. Knowledge, representatives seeking to engage in focused patient safety projects. Encourage collaboration with other areas as appropriate. Provide education on Safety Science, including Human Factors and Reliability, to councils, units and departments as implementation of patient safety projects for the health system. Experience and Education</td>
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<td>Health System Patient Safety</td>
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Senior Project Manager (PM) oversees key internal and customer-facing Advancement Operations projects and initiatives for the Office of Institutional Advancement. This position will provide guidance to other project professionals, ensuring the smooth completion of assigned projects. The role involves the inclusion of key stakeholders in the planning of projects, setting goals, timelines, and budgets. TheSenior Project Manager is responsible for managing the project teams and ensuring that all project-related issues are resolved on time. They also develop and maintain a methodology for each project to identify and resolve schedule slips, cost overruns, scope creep, and new risks that deviate from the project plan.

Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

Experience and Education

Bachelor's degree in business administration, computer science, or other related fields and seven (7) years business systems and/or project experience with exposure to systems to project development and testing, installation and implementation. Bachelor's degree in computer science from an accredited university. At least two (2) years of experience in a developing position, and at least one (1) year as a programmer in order to become a programmer analyst. Bachelor's degree in computer science. At least three (3) years of experience in a developing position, and at least one (1) year as a programmer in order to become a programmer analyst. Bachelor's degree in computer science. At least five (5) years of experience in a developing position, and at least one (1) year as a programmer in order to become a programmer analyst.
PROJECT COORD - MED EQUIPMENT

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Salary**  
Salary Negotiable

**Experience and Education**  
Bachelor's degree in a business-related field with three (3) years of related experience. Advanced degree may be required or equivalent industry related experience and knowledge without a degree.

**SUMMARY**  
Works under general direction of the Director Medical equipment planning to coordinate medium to large capital projects, major medical equipment procurements, and other related matters. Organizes, develops, and implements programs, policies, and procedures. 

**DUTIES**  
1. Directs the development of project plans, including scheduling, budgeting, and resource allocation.
2. Oversees the procurement of medical equipment and related services.
3. Collaborates with project owners/stakeholders to ensure project goals are met.
4. Manages project documentation and ensures compliance with regulatory requirements.
5. Assists with training, technical support, and project coordination.
6. Supports the Director Medical equipment planning in strategic decision-making.

**Security**  
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**PROJECT MANAGER - DESIGN PLANNING**

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Salary**  
Salary Negotiable

**Experience and Education**  
Bachelor's degree in Architecture or related design field and five (5) years professional level experience in related industry field. Architectural Design Project Management experience is preferred.

**SUMMARY**  
Manages project planning, development, and execution to ensure project goals are met in a timely and cost-effective manner.

**DUTIES**  
1. Leads project planning and design development.
2. Collaborates with project owners/stakeholders to develop project requirements.
3. Manages project documentation and coordination.
4. Oversees project budget and schedule management.
5. Assists with training, technical support, and project coordination.
6. Supports the Director Design Planning in strategic decision-making.

**Security**  
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**COORD - PROF SERVICES-PGRM/PROJ**

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Salary**  
Salary Negotiable

**Experience and Education**  
High school diploma, plus one (1) year coordinating a medium size hospital or clinic related project; plus three(3) Years working within a project team. Advanced degree may be required or equivalent industry related experience and knowledge without a degree.

**SUMMARY**  
Works under general supervision to develop, cultivate, and maintain working relationships with internal and external agencies and other organizations and institutions associated with the Chairman's Office. May represent the Department Administrator as a liaison.

**DUTIES**  
1. Develops, cultivates, and maintains working relationships with internal and external agencies and organizations.
2. Prepares materials for oral and/or written presentations, meetings, and conferences.
3. Performs internet research.
4. Assists with training, technical support, and project coordination.
5. Supports the Director PMO in strategic decision-making.

**Security**  
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**COORD - PROF SERVICES-PRGM/PROJ MGR-**

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Salary**  
Salary Negotiable

**Experience and Education**  
Bachelor's degree in the related field with five (5) years experience in healthcare program management. MS Office proficiency is required.

**SUMMARY**  
Manages program activities, including business plans, proposals, and project documentation. Develops, cultivates, and maintains working relationships with internal and external agencies and organizations.

**DUTIES**  
1. Manages program activities, including business plans, proposals, and project documentation.
2. Develops, cultivates, and maintains working relationships with internal and external agencies and organizations.
3. Performs internet research.
4. Assists with training, technical support, and project coordination.
5. Supports the Director PMO in strategic decision-making.

**Security**  
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**PROJECT MANAGER OB/GYN**

Personnel Management - Plan and manage manpower and resource with the assistance of the Department's Admin. Coordinator for Project and Program Development. Build suitable project management team for each phase. Assess team to measure and manage progress against budgets, project scopes, goals, timelines and deliverables clearly communicating project expectations to team members and management. 

- **Responsible for planning, creating and maintaining business**
- **leadership framework for planning, directing, coordinating and improving projects that are responsive to the needs of University of Texas Southwestern Hospitals.**
- **Assumes project hand-offs from Health System Planning team for all approved duties as assigned.  UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits discrimination on the basis of color, ethnicity, national origin, race, creed, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, or veteran status.**
- **Also requires the ability to plan, organize, and facilitate meetings in a creative and productive manner.**
- **Estimate research resources and personnel needed to achieve project goals.**
- **Set and continually manage project expectations with team members and other principals; delegate tasks and responsibilities to appropriate personnel; identify and resolve issues positively to changes in work environment. Initiative to improve productivity and quality of work. Ability to plan and organize work in logical and efficient manner.**
- **Working Conditions**
  - **Work is performed indoors in an office or clinical setting.**
  - **Provides administrative support to PI, with a focus on project management.**
  - **Assists PI to develop project plans, timelines, and associated communications documents; clearly and timely communicate project expectations to team members and management.**
  - **Secure resource requirements; manage development and implementation of the project.**
  - **Estimate project costs; manage cost targets; document and communicate key project milestones.**
  - **Minimum of 6+ years of experience as a project manager.**

**Other Duties:**
- Performs other duties as assigned.
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PSYCHOLOGICAL ASSOCIATE III

Job Duties: 1. Participates in the assessment and treatment of psychological problems of patients in the University's clinical, research, or educational programs. This includes personal interview techniques, psychological testing, and analysis of the psychological status of the patient. 2. Assists in planning and executing rehabilitation programs. 3. Attends to routine administrative details inherent in the operation of the psychological laboratory. 4. Provides information and feedback to patients and their care givers and members of the University community.

Requirements: Bachelor's degree in psychology or related field, plus two years of related experience. May consider additional related experience in lieu of degree.

Salary: Salary Negotiable

Experience and Education: Master's degree preferred. Related experience in psychology or related field required.

Office-Saving Resources Administration

Job Duties: 1. Leads projects/initiatives utilizing project management tools, techniques, and methodologies. Responsible for various project management duties, which require thorough understanding of, and adherence to principles of project management; may supervise work of one or more assigned staff members. 2. Develop project plans and associated communications documents; communicate project expectations to team members and stakeholders in a timely and clear fashion. 3. Set and continually manage project or program expectations with team members and other principals; delegate tasks and responsibilities to appropriate personnel; identify and resolve issues as they arise. 4. Participate in conferences, present data and project information, and translate findings to implement solutions to improve patient care and outcomes.

Requirements: Bachelor's degree and related experience required. Master's degree preferred. Related experience in health care, academic, or publications resources administration, or his/her designee.

Salary: Salary Negotiable

Experience and Education: Bachelor's degree in health care administration, business administration, or related field, plus five (5) yrs experience in clinical research, including at least three (3) yrs experience in project management, which may include management of specific clinical trials or clinical trials-related programs. May consider additional related experience in lieu of degree.

Security: This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Patient Safety

Job Duties: 1. Establishes project goals and objectives, directs accreditation and patient safety reporting project activities; develops schedules, priorities, and standards for achieving goals. 2. Participates in conferences; presents data and project information, and translates findings into practice to improve patient care and outcomes. 3. Maintains written and electronic files and records for the project. 4. Performs project tasks as required by the project plan. 5. Develop project plans and associated communications documents; communicate project expectations to team members and stakeholders in a timely and clear fashion. 6. Responsible for various project management duties, which require thorough understanding of, and adherence to principles of project management; may supervise work of one or more assigned staff members. 7. Set and continually manage project or program expectations with team members and other principals; delegate tasks and responsibilities to appropriate personnel; identify and resolve issues as they arise. 8. Participate in conferences, present data and project information, and translate findings into practice to improve patient care and outcomes.

Requirements: Bachelor's degree in health care administration, business administration, or related field, plus five (5) yrs experience in clinical research, including at least three (3) yrs experience in project management, which may include management of specific clinical trials or clinical trials-related programs. May consider additional related experience in lieu of degree.

Security: This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Resources Administration

Job Duties: 1. Leads projects utilizing project management tools, techniques, and methodologies. Responsible for project management duties, which require thorough understanding of, and adherence to principles of project management; may supervise work of one or more assigned staff members. 2. Develop project plans and associated communications documents; communicate project expectations to team members and stakeholders in a timely and clear fashion. 3. Set and continually manage project or program expectations with team members and other principals; delegate tasks and responsibilities to appropriate personnel; identify and resolve issues as they arise. 4. Participate in conferences, present data and project information, and translate findings into practice to improve patient care and outcomes.

Requirements: Bachelor's degree and related experience required. Master's degree preferred. Related experience in health care, academic, or publications resources administration, or his/her designee.

Salary: Salary Negotiable

Experience and Education: Bachelor's degree in health care administration, business administration, or related field, plus five (5) yrs experience in clinical research, including at least three (3) yrs experience in project management, which may include management of specific clinical trials or clinical trials-related programs. May consider additional related experience in lieu of degree.

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UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of race; color; religion; national origin; sex; sexual orientation; gender identity; gender expression; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

Duties:
1. Recommend initiatives to address improvement opportunities borne out of data tracking and analysis from within department (events and outcomes) and via national databases. Collaborates with Department Medical Director and nursing managers on initiatives as appropriate, implements training and partners with staff and education to improve quality outcomes.
2. Partner with service line leaders in development of and maintenance of the Health Systems Balanced Scorecard, including development of metrics. Collaborates with other departments and business units to ensure that departmental goals are aligned with overall institutional and service lines strategy and performance.
3. Meets or exceeds financial goals and objectives of the department.
4. Ensures compliance with TJC, CMS, UNOS and other accreditation regulations.
5. Submits data trends and outcome assessments.

Abilities:
- Strong interpersonal, organizational, and decision-making skills
- Excellent writing, proofing, and editing experience, knowledge of English and Spanish grammar
- Knowledge of medical terminology a plus
- Excellent written/verbal communication skills
- Ability to work well independently and in a team environment

Education and Experience:
- Bachelor's degree in area

Security:
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information

Salary: Salary Negotiable
QUALITY IMPROV/SAFETY COORD-CARDIOTHORACIC SURG
QUALITY COMPLIANCE & REGULATORY SPECIALIST
QUALITY ASSURANCE SPECIALIST

Rad
physical measurements as appropriate for system accuracy. Participates in call duties for non-emergent and emergent clinical needs as assigned. Actively engages in teaching, supervising, and evaluation of students in the Radiation Therapy

to be considered as equivalents in lieu of stated minimum require prior approval of Vice President for Human Resources Administration or his/her designee. UT Southwestern Medical Center is committed to an educational and working

provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

applications preferred

Schedules all outpatient Radiology exams in accordance with established protocols, collects required patient information, and accurately communicates patient preparation instructions to patient.

Completes

Job Duties

The position will work on improvement projects as identified by the UTSW staff. Projects will vary depending on opportunities that exist at

Medical Bachelor's degree required. Must have a Master's degree or higher in public health, informatics, or similar disciplines. GPA of 3.0 or better. No experience required.

Job Duties

The position will work on improvement projects as identified by the UTSW staff. Projects will vary depending on opportunities that exist at

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Salary

Salary Negotiable

Experience and Education

Three to 5 years

Associate's degree

Security

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Salary

Salary Negotiable

Experience and Education

Associate Nursing Degree

Security

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Salary

Salary Negotiable

Experience and Education

Associate Nursing Degree

Security

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Salary

Salary Negotiable

Experience and Education

Associate Nursing Degree

Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information

Salary

Salary Negotiable

Experience and Education

Associate Nursing Degree
<table>
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<tr>
<th>Title</th>
<th>Code</th>
<th>Division</th>
<th>Grade</th>
<th>Pay Category</th>
<th>Job Code</th>
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<th>Experience</th>
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<td>Radiology</td>
<td>0</td>
<td>RN</td>
<td>1 year</td>
<td>HS diploma</td>
<td>Requires registration with the State of Texas; registration with the American Society of Radiologic Technologists; current Texas Radiologic Technologists License or Texas Radiologic Technologists Assistant License - temporary acceptable for new graduates until permanent license is issued upon receipt of passing Radiologist Assistant National Certifying Examination Scores (within one year of hire).</td>
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<td>362</td>
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<td>2 years</td>
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**Job Duties**

- Performs and accurately documents physical, psychosocial, and emotional assessments. All assessments take into consideration age specific criteria, citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.
- Performs physical, psychosocial, and emotional assessments. Takes assessments into account of patient's age, gender, and health status.
- Completes mandatory educational sessions.
- Performs other duties as assigned.

**Other Duties:**

- Performs other duties as assigned.
- Participates in meetings & on committees & represents the dept. & hospital in community outreach.

**Experience and Education**

- Bachelor's degree with relevant coursework.
- Licensed as a professional dietitian in the State of Texas, registered with the Commission of Dietetic Registration.

Security

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SecurityThis position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary: Salary Negotiable

Summary:

Experience and Education:

Graduate of NLN approved/accredited nursing program either by a governmental authority, nursing board, or by a licensing authority that has jurisdiction over approval/accreditation of nursing programs (Texas BON 217.1). One year of RN experience.

Job Duties:

1. Receives and provides immediate responses to inquiries and patient referrals. Establishes immediate relationship between referring physician office and the transplant program. Collaborates with dialysis unit in referrals and hospital. Determines appropriateness of referral for admission in accordance with established admission criteria for services involved. Interfaces with other hospital departments and physicians to facilitate admission.

2. Assesses patient's functional status by conducting a comprehensive assessment which includes: physical, psychosocial, and spiritual.”

3. Develops and implements an individualized, evidence-based plan of care in collaboration with the patient and family. Utilizes critical thinking skills in planning and prioritizing nursing care. Maintains and utilizes competencies per clinic or unit expectation.

4. Identifies and implements appropriate nursing interventions based on the completed assessment. Completes accurate and timely documentation of these interventions. Active coordinator of the interdisciplinary plan of care. Confers with all members.

5. Generates a list of patient needs and priorities for the interdisciplinary care team and coordinates with patient representatives to ensure that these needs and priorities are met. Maintains ongoing communication with patient representatives to ensure that expectations are being met.

6. Adheres to appropriate hospital and/or Department of Nursing policies, procedures, and standards of practice. Develops and implements nursing care plans that are consistent with state and federal regulations.

7. Provides education to patients and families regarding the transplant process and potential complications. Utilizes effective communication skills to ensure that patients and families understand the information provided. Documents interventions and modifications to the plan of care in an accurate and timely manner.

8. Participates in the interdisciplinary team meetings to discuss the patient's progress toward recovery. Provides feedback/evaluation of understanding from patient, family, significant others and/or caregivers. Demonstrates effective communication based on individual patient needs and learning preferences.

9. Advocates for resources and support that enhance patient safety and unit/hospital based initiatives. Participates in evaluating data to guide decisions regarding unit / department budget formulation and implementation.

10. Encourages patients to make healthcare decisions. Collaborates with patient representatives to ensure that patients are fully informed about their options for treatment. Seeks and provides feedback from patient representatives to ensure that patients' needs are being met.

Knowledge, Skills & Abilities:

- Self-directed and able to organize and manage multiple tasks/projects simultaneously. Work requires high level of effective written, verbal and interpersonal communication skills. Must be able to read, write and communicate in English. Work requires proficiency in the use of computer technology.

- Responds to patients and/or patients family's complaints in an appropriate and effective manner. Provides support and guidance to patients and families during the transplant process. Must be able to lift, push, and/or pull up to 50 lbs. Work requires telephone contact with patients, referring physicians, and pharmaceutical representatives outside of UT Southwestern, vendors, and third party payees.

- Administrative - Access to information such as lab results, nursing care plans, and discharge planning documents. Ability to complete most assignments with substantial independence. Work requires good verbal and written communication skills. Must be able to read, write and communicate in English. Work requires proficiency in the use of computer technology.

- Knowledge of medical terminology, pharmacology, and physiology. Must be able to lift, push, and/or pull up to 50 lbs. Work requires telephone contact with patients, referring physicians, and pharmaceutical representatives outside of UT Southwestern, vendors, and third party payees.

- Communication - Access to information such as lab results, nursing care plans, and discharge planning documents. Ability to complete most assignments with substantial independence. Work requires good verbal and written communication skills. Must be able to read, write and communicate in English. Work requires proficiency in the use of computer technology.

- Medical knowledge: Must be able to lift, push, and/or pull up to 50 lbs. Work requires telephone contact with patients, referring physicians, and pharmaceutical representatives outside of UT Southwestern, vendors, and third party payees.

- Ability to work independently and as part of a team.Ability to work independently and as part of a team. Understanding of human development and aging, including the needs of specific patient populations such as children, elderly, and people with disabilities. Understanding of legal and ethical issues relevant to the healthcare field. Understanding of the impact of social, cultural, and environmental factors on health and illness. Understanding of documentation and record keeping processes used in healthcare settings. Understanding of the healthcare system, including payers, providers, and financing mechanisms. Understanding of the role of nursing in the healthcare system, including the responsibilities of the nurse in relation to patient care, teamwork, and leadership. Understanding of the nursing process, including assessment, planning, implementation, and evaluation. Understanding of the role of the nurse in the management of chronic illness, including the use of medications and treatments, the importance of lifestyle changes, and the need for ongoing education and support.

- Knowledge of medical terminology, pharmacology, and physiology. Must be able to lift, push, and/or pull up to 50 lbs. Work requires telephone contact with patients, referring physicians, and pharmaceutical representatives outside of UT Southwestern, vendors, and third party payees.

- Communication - Access to information such as lab results, nursing care plans, and discharge planning documents. Ability to complete most assignments with substantial independence. Work requires good verbal and written communication skills. Must be able to read, write and communicate in English. Work requires proficiency in the use of computer technology.

- Medical knowledge: Must be able to lift, push, and/or pull up to 50 lbs. Work requires telephone contact with patients, referring physicians, and pharmaceutical representatives outside of UT Southwestern, vendors, and third party payees.

- Ability to work independently and as part of a team. Ability to work independently and as part of a team. Understanding of human development and aging, including the needs of specific patient populations such as children, elderly, and people with disabilities. Understanding of legal and ethical issues relevant to the healthcare field. Understanding of the impact of social, cultural, and environmental factors on health and illness. Understanding of documentation and record keeping processes used in healthcare settings. Understanding of the healthcare system, including payers, providers, and financing mechanisms. Understanding of the role of nursing in the healthcare system, including the responsibilities of the nurse in relation to patient care, teamwork, and leadership. Understanding of the nursing process, including assessment, planning, implementation, and evaluation. Understanding of the role of the nurse in the management of chronic illness, including the use of medications and treatments, the importance of lifestyle changes, and the need for ongoing education and support.

- Knowledge of medical terminology, pharmacology, and physiology. Must be able to lift, push, and/or pull up to 50 lbs. Work requires telephone contact with patients, referring physicians, and pharmaceutical representatives outside of UT Southwestern, vendors, and third party payees.

- Communication - Access to information such as lab results, nursing care plans, and discharge planning documents. Ability to complete most assignments with substantial independence. Work requires good verbal and written communication skills. Must be able to read, write and communicate in English. Work requires proficiency in the use of computer technology.

- Medical knowledge: Must be able to lift, push, and/or pull up to 50 lbs. Work requires telephone contact with patients, referring physicians, and pharmaceutical representatives outside of UT Southwestern, vendors, and third party payees.

- Ability to work independently and as part of a team. Ability to work independently and as part of a team. Understanding of human development and aging, including the needs of specific patient populations such as children, elderly, and people with disabilities. Understanding of legal and ethical issues relevant to the healthcare field. Understanding of the impact of social, cultural, and environmental factors on health and illness. Understanding of documentation and record keeping processes used in healthcare settings. Understanding of the healthcare system, including payers, providers, and financing mechanisms. Understanding of the role of nursing in the healthcare system, including the responsibilities of the nurse in relation to patient care, teamwork, and leadership. Understanding of the nursing process, including assessment, planning, implementation, and evaluation. Understanding of the role of the nurse in the management of chronic illness, including the use of medications and treatments, the importance of lifestyle changes, and the need for ongoing education and support.
Work requires ability to recognize artifacts/unusual or special problems unrelated to normal scanning routines. Work requires ability to respond to and interact with all stakeholders with the PACT standards. Work requires ability to

adverse reactions. 4. Job Performance May Include: Monitors and trains students in all areas of current competencies. Assists in the orientation and training of new staff. Participates in the modality specific QA/QC program and ensures

as needed in performing additional imaging or biopsy procedures. Ensures that images and records are properly completed with patient identification data and appropriate labeling. Utilizes technical knowledge and skills to perform procedures

Instructs/communicates with patient and/or patients family (as appropriate) regarding the tests to be performed and assesses the patients ability to tolerate exam. Must demonstrate and maintain current knowledge, continued education and

SecurityThis position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information SalarySalary Negotiable Experience and EducationTwo (2) years' experience
REHABILITATION COUNSELOR

Job Duties
1. Provides professional rehabilitation counseling services to individuals with disabilities, assisting them in achieving vocational goals and community reintegration.
2. Conducts comprehensive evaluations to assess vocational potential and identifies suitable employment opportunities.
3. Administers or arranges for administration of vocational aptitude and interest tests; interprets tests to patients.
4. Refers patients to appropriate community resources.
5. Provides consultation and technical assistance to investigators and study personnel regarding requirements for IRB/IACUC.

Conditions
- Any qualifications to be considered as equivalents in lieu of stated minimum requirements must be approved by the Vice President for Human Resources.

Requirements
- Bachelor's degree in rehabilitation counseling, counseling, or a related field and five (5) years of related experience or a Master's degree in related field and three (3) years of related experience is required. Advanced science degree strongly preferred. Applicable certification (CIP, CPIA, etc.) or extensive experience in a related field required.
- Proficiency and comfort with electronic technology for data management.
- Must have strong interpersonal and communication skills.
- Must be able to work independently and in a team environment.

Working Conditions
- Work is performed primarily in general office area.
- UT Southwestern Medical Center is committed to an educational and working environment that is free from discrimination and harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to provide equal opportunity in all of its employment practices, including recruitment, hiring, training, and promotion.

Security
- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
**Prof Technologist-MRI**

**University Classified Sal Pln**

**CLIN**

**HOSP**

**INSR**

**RELEASE OF INFORMATION SERVICES LIAISON**

**Reimbursement**

**Prof Accounting-**

**Reimbursement**

Analyze data and produce reports as requested by team members. Maintain close coordination with colleagues in multiple aspects of project pipelines. Performs other duties as needed.

**Knowledge, Skills**

- Perform sophisticated procedures to meet project needs by applying high-quality research methods and improving existing ones as needed.

- Perform cell culture experiments.

- Extensively document all technical information.

**Minimum Requirements**

- A minimum of 2 years research experience in either academic or industry setting.

- Experience in a range of mammalian cell culture models and animal models.

- Successful candidate will be independent and forward-thinking to manage.

**Other Duties:**

- Performs other duties as assigned.

- Work requires ability to communicate effectively and efficiently with on-site technologists to ensure patient safety.

- Work requires ability to recognize artifacts/unusual or special problems unrelated to subjects research records.

- **Other Duties:** Performs other duties as assigned.

- **Knowledge, Skills & Abilities**

  - Work requires ability to exercise modality expertise in applications, procedures, protocols, and training.

  - Work requires ability to multitask.

  - Actively participates in providing orientation and training for new hires and students ensuring that procedures are performed according to set standards.

  - Functions in the department as a part of an interdisciplinary team, and collaborates in processes and procedures for improvement.

  - Performs post processing on MRI systems and remote workstations. May include, but not limited to, MIPing, MPR, 3-D rendering, qualitative and color mapping for breast imaging, ADC mapping diagnostic images.

  - Ensures that images and records are properly completed with patient identification data and appropriate labeling.

  - Utilizes technical knowledge and skills to perform procedures accurately and in a timely manner in being performed with on-site technologist or patient, review medical history pertaining to procedures clinical criteria.

  - Ensure the procedure and instructions have been explained to the patient on necessary requirements needed to provide.

  - Communicate with radiologist to determine appropriate sequences, parameters, etc. Document changes as appropriate in electronic health record.

  - Review patient interview, confirm correct patient is on the table (two patient identifier) as well as the exam.

  - Work is performed remotely from a designated department.

  - **Working Conditions**

    - Work is performed in the office area and remotely in other locations to provide flexibility for meeting with members, community partners, vendors, etc. within the Dallas and Tarrant service areas. Must have

  - **Communication**

    - Must have effective oral and written communication skills, with the ability to convey technical information accurately.

  - **Teamwork**

    - Must have ability to work within a team environment.

  - **How to Apply**

    - Submit a current resume with application.

  - **Salary:**

    - Salary Negotiable

  - **Education:**

    - High school diploma or

  - **Preferred:**

    - Bachelors, Masters degree in a related field.

  - **Security:**

    - This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

  - **Supervision:**

    - Provides supervision to staff of lower grade in reimbursement operations. Performs other duties as assigned.

    - **Other Duties:** Performs other duties as assigned.

    - UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the

    - **Responsibilities:**

      - Coordinates and facilitates scheduling of meetings with Legal, Compliance, and Privacy on a regular basis.

      - Collaborates with vendor to identify opportunities for improvement in workflows.

      - Develops and implements strategies to projects related to reimbursement issues are completed on time and changes are implemented appropriately by conducting meetings, organizing activities, reviewing data analyses and reports, and creating reimbursement policies and
RESEARCH ASSOCIATE SR

Job Duties
- Acts as liaison with hospital research compliance committee.
- Develops, implements, and follows policies and procedures of UMC Research Compliance Committee.
- Develops, implements, and follows procedures and policies with the hospital billing services to ensure correct research pricing.
- Monitors procedures for patient registration, physician's orders, billing, and payment for research-related services.
- Duties performed may include one or more of the following core functions:
  a) Directly interacting with or caring for patients;
  b) Conducting research-related activities;
  c) Documenting research-related care and procedures;
  d) Ensuring compliance with all regulations and guidelines.

Salary
Salary Negotiable

Job Summary
The position will enhance the quality of patient care. Duties require knowledge of federal, state, and local regulations, as well as an understanding of current health care practices. The position requires strong communication skills and the ability to work well with others in a team environment. Work involves problem-solving and decision-making, as well as the ability to prioritize and handle large volumes of work. Work requires good communication skills and the ability to work well with others in a team environment.

Working Conditions
Work is performed primarily in general office/clinic area. UT Southwestern Medical Center is committed to an educational and working environment that is free of discrimination and harassment. It is the policy of UT Southwestern to provide equal employment opportunity to all qualified individuals without regard to race, color, religion, national origin, sex, including sexual harassment, age, disability, genetic information, citizenship status, and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression

Analysis
The position requires strong communication skills and the ability to work well with others in a team environment. Duties involve problem-solving and decision-making, as well as the ability to prioritize and handle large volumes of work. Knowledge of federal, state, and local regulations, as well as an understanding of current health care practices, is essential. Work is performed primarily in a general office/clinic area.

Security
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information

Experience and Education
High School diploma or equivalent. Bachelor's degree with major coursework in field of assignment and six (6) years laboratory experience, including at least two (2) years at level of Research Associate or equivalent

Technology
Knowledge of laboratory information management systems, laboratory automation systems, and laboratory safety regulations.

Analytical
- Analyzes complex data
- Identifies trends and patterns in data
- Prepares reports and presentations

Teamwork
- Works well in a team environment
- Listens to and understands the perspectives of others
- Seeks and provides feedback to improve team performance

Communication
- Effectively communicates in written and verbal forms
- Demonstrates active listening skills
- Adapts communication style to diverse audiences

Critical Thinking
- Evaluates information and data to make informed decisions
- Identifies potential risks and develops strategies to mitigate them
- Adapts to changes in work processes and environments

Education
- Bachelor's degree with major coursework in field of assignment and six (6) years laboratory experience, including at least two (2) years at level of Research Associate or equivalent

Training
- Completes required training within the first six months of employment
- Maintains current certifications and licenses
- Participates in regular performance evaluations

Professional
- Committed to continuous professional development
- Adapts to change and new technologies
- Demonstrates a positive attitude and strong work ethic

Security:
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information

Salary:
Salary Negotiable

Summary:
Works with minimal direction to plan and
University Classified Sal Pln

NURS

6140

$30.09

$4,863.58

$8,753.00

$5,317.00

$340.22

$222.05

PROF

NURS

$3,658.75

3F2

$3,897.08

University Classified Sal Pln

$46,765.00

$46,765.00

$105,036.00

$245.40

UNIV

$70,053.00

$37.98

$277.09

17

RESEARCH NURSE SR

RESEARCH NURSE

RESEARCH ENGINEER

RESEARCH DIETITIAN

Designee.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status. To learn more, please visit: https://jobs.utsouthwestern.edu/why-work-here/diversity-inclusion.

Perform other duties as assigned. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship status, or veteran status. To learn more, please visit: https://jobs.utsouthwestern.edu/why-work-here/diversity-inclusion.

Duties

Nursing:

Performs nursing care, nursing assessment, and data collection for clinical research studies. May provide working direction for research activities to nursing staff and/or other non-licensed medical or office support personnel.

Experience and Education

Graduate of NLN (National League for Nursing) approved Nursing program, licensure as Registered Nurse as allowed by policy. Performs data entry and achieves the required benchmark for productivity.

**Other Duties:** Performs other duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

Work requires high level experience with database fabrication adapters, mounts, etc. Work requires skill to write and modify computer software. Work requires ability to multitask. Work requires wide range of physical security.

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

SUMMARY

Works under general supervision to

Project strategy, and the coordination of site visit and/or other follow-up inquiries. Provides drafts and/or templates of non-scientific sections, such as education and outreach and administrative/management plans. Proactively develops resources for faculty and other research staff and contributes to updates and maintenance of institutional development of individual and complex funding proposals through effective interactions with all involved parties and by providing proposal management, proposal editing and/or writing integration service, facilitating program development, providing drafts and/or templates of non-scientific sections. Proactively develops resources for faculty and other research staff and contributes to updates and maintenance of institutional development of individual and complex funding proposals through effective interactions with all involved parties and by providing proposal management, proposal editing and/or writing integration service, facilitating program development, providing drafts and/or templates of non-scientific sections. Proactively develops resources for faculty and other research staff and contributes to updates and maintenance of institutional development of individual and complex funding proposals through effective interactions with all involved parties and by providing proposal management, proposal editing and/or writing integration service, facilitating program development, providing drafts and/or templates of non-scientific sections.
REVENUE CYCLE INTELLIGENCE ANALYST

SUMMARY
The Revenue Integrity Analyst maintains the integrity of the Revenue Integrity program to ensure compliance with Medicare/Medicaid regulations, Managed Care contractual agreements and the applicable laws and regulations. Adheres to established policies and procedures to ensure optimum customer service, satisfaction and support. Performs account corrections, reviews payments for accuracy, and works with internal and external departments on various initiatives. Prepares reports, presents data and maintains established controls and standards. Participates in data quality initiatives to ensure accurate and timely reimbursement. Provides support to the Vice Chair of Education for the Department of Internal Medicine. Leads the development and implementation of recruitment and onboarding strategies for the department's core residency program. Experience and education is negotiable.

Qualifications:
- Bachelor's Degree in health science or related field
- 5 years of relevant experience in the health care industry
- Experience in project management and problem solving
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite
- Ability to work independently and as part of a team
- Ability to prioritize and manage multiple projects

Responsibilities:
- Performs account corrections via all types of EPIC work queues
- Identifies trends, recommends corrective action steps and provides training to prevent account errors
- Maintains accurate and timely accounts
- Works with internal and external departments to ensure compliance with Medicare/Medicaid regulations and Managed Care contractual agreements
- Provides support to the Vice Chair of Education for the Department of Internal Medicine
- Leads the development and implementation of recruitment and onboarding strategies for the department's core residency program

Salary:
Salary Negotiable

About UT Southwestern Medical Center:
UT Southwestern Medical Center is a world-renowned academic health center located in Dallas, Texas. The institution is home to one of the nation's leading medical schools, a prestigious research institute, and a top-rated hospital. UT Southwestern is committed to providing exceptional care to patients, training the next generation of medical professionals, and advancing the field of medicine through groundbreaking research. With a strong emphasis on patient care, education, and research, UT Southwestern is dedicated to improving the health of the communities it serves.
**REVENUE CYCLE INTELLIGENCE ANALYST SR**

- **Position:** REVENUE CYCLE INTELLIGENCE ANALYST SR
- **Responsibilities:**
  - Collaborates with staff to prevent escalation of behavioral concerns, including thorough rounding and intervention.
  - Collaborates with multidisciplinary team, patient, and family on behavioral plans of care to decrease disruptive behavior.

- **Education Required:** Graduate of an accredited Nursing program and three (3) years of behavioral health nursing experience.
- **Preferred:** Five (5) years of behavioral health nursing experience. Certified psychiatric nurse.
- **Certifications:** Current Basic Life Support.

- **Job Description:**
  - Focus on patient safety and satisfaction.
  - Analyze and report patient behavior.
  - Work collaboratively with the multidisciplinary team to enhance patient care.

- **Qualifications:**
  - Graduate of an accredited Nursing program.

- **Salary:** Competitive salary commensurate with experience and qualifications.

- **Benefits:**
  - Comprehensive benefits package.
  - Competitive salary.

- **Location:** UT Southwestern Medical Center.

**Additional Information:**
- UT Southwestern is an equal opportunity employer committed to providing a discriminative work environment.
- UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

**Note:** The provided information is a summary of the key responsibilities and qualifications for the REVENUE CYCLE INTELLIGENCE ANALYST SR position. For more detailed information, please refer to the full job description provided by UT Southwestern Medical Center.
RN CRITICAL CARE UNIT-BASED EDUCATOR

Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits facts clearly in writing and verbally.

WORKING CONDITIONS

Work is performed primarily in general office area. Any qualifications to be considered as equivalents in supervision. Must be able to work in a fast-paced environment. Takes initiative; shows adaptability, and flexibility. Builds coalitions and partnerships. Understand and follow established procedures. The use of initiative and strong independent decision-making skills in prioritizing patient care needs.

User Technical - Desktop Tools/Microsoft Word/4-6 Years/End User
User Technical - Office Equipment/Fax/Copier/4-6 Years/End User

REQUIRED SKILLS

Requires critical thinking skills, decisive judgement, and the ability to work with minimal direction. Able to independently prioritize work and meet deadlines. Must be able to effectively communicate with patients, families, and healthcare professionals. Must be able to work in a fast-paced environment and handle multiple tasks simultaneously.

Provides clinical input to the patient care team to ensure the delivery of safe, effective, and appropriate care. Collaborates with other healthcare professionals to ensure the development of a comprehensive plan of care. Must be able to independently prioritize work and meet deadlines. Must be able to effectively communicate with patients, families, and healthcare professionals. Must be able to work in a fast-paced environment and handle multiple tasks simultaneously.

Job Duties

Evaluates competence of newly-hired staff. Provides orientation, ongoing education, and skills training for staff, including new hires and agency staff. Provides real-time input and just-in-time training on new and current policies and procedures. Maintains current knowledge of relevant federal, state, and institutional regulations and guidelines.

Nurse by Board of Nurse Examiners for the State of Texas with a minimum of a Bachelor's of Science in Nursing; Certification preferred. Two (2) recent years work in a clinical specialty. A current Basic Life Support (BLS) certification, course accredited by the American Heart Association (AHA) or American Red Cross (ARC). Preferred: BSN, one (1) year education experience and ACLS, course accredited by the American Heart Association (AHA) or American Red Cross (ARC).

Preferred - Experience in Appeal/Denial Management in a hospital setting

Job Duties

Reviews incoming clinical denials from payers, regulatory and other agencies in respect to clinical medical necessity determinations or prior authorization requests. Communicates with healthcare providers and patients to secure proper authorizations to determine medical necessity according to payer guidelines. Provides verbal clinical input to payers when necessary to secure proper approvals. Review external referrals for proper AUC. Document approvals obtained in a timely manner.

Performs other duties as assigned. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits facts clearly in writing and verbally. 

Doctor's order, assessment, and specific patient limitation and needs. Ensures all documentation meets applicable organizational guidelines and ADA standards. Uses time management skills to ensure work is completed in a timely manner. 9. Assumes accountability for all actions in the workplace. Reports errors promptly and takes appropriate follow-up action to rectify the error. 10. Effective patient/family advocate. Responds to patient's and/or patients family's questions and concerns in a timely and professional manner. 11. Responds to medical emergency situations. 

Improves patient care by participating in Joint Commission surveys. Participates in the development and implementation of new policies and procedures. Participates in staff development programs and provides input and feedback on new and current policies and procedures. Participates in the development and implementation of new policies and procedures. Participates in staff development programs and provides input and feedback on new and current policies and procedures. Participates in the development and implementation of new policies and procedures. Participates in staff development programs and provides input and feedback on new and current policies and procedures. Participates in the development and implementation of new policies and procedures. Participates in staff development programs and provides input and feedback on new and current policies and procedures. Participates in the development and implementation of new policies and procedures. Participates in staff development programs and provides input and feedback on new and current policies and procedures. Participates in the development and implementation of new policies and procedures. Participates in staff development programs and provides input and feedback on new and current policies and procedures. Participates in the development and implementation of new policies and procedures. Participates in staff development programs and provides input and feedback on new and current policies and procedures. Participates in the development and implementation of new policies and procedures. Participates in staff development programs and provides input and feedback on new and current policies and procedures.
RN II - IMAGING

Demonstrates effective communication based on individual patient needs and learning preferences.

- Welcomes and orients patient, family, significant other and/or caregiver to the unit. Encourages patient/family participation in care.
- Reviews plan of care with patient/family every shift.
- Advocates for resources and support that enhance patient safety and unit/hospital based initiatives.
- Participates in evaluating data to guide decisions regarding unit / department budget formulation and resource utilization.

**Other Duties:**
- Performs other duties as assigned.
- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful

Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

MINIMUM

- Bachelor's Degree in Nursing
- Current Basic Life Support (BLS) certification, course accredited by the American Heart Association (AHA) or American Red Cross (ARC).
- Current Advanced Cardiac Life Support (ACLS) certification, course accredited by the American Heart Association (AHA) or American Red Cross (ARC).
- Experience in a critical care setting preferred.
- Completion of a critical care course within the past two years preferred.
- Experience in a complex medical environment preferred.
- Ability to work collaboratively with other healthcare providers to ensure optimal patient outcomes.
- Effective communication and interpersonal skills.

QUALIFICATIONS:

Education/Experience:

- Graduate of an approved/accredited nursing program either by a governmental authority, nursing board, or by a licensing authority that has jurisdiction over approval/accreditation of nursing programs.
- Experience in a critical care setting preferred.
- Current Basic Life Support (BLS) certification, course accredited by the American Heart Association (AHA) or American Red Cross (ARC).
- Current Advanced Cardiac Life Support (ACLS) certification, course accredited by the American Heart Association (AHA) or American Red Cross (ARC).
- Experience in a complex medical environment preferred.
- Ability to work collaboratively with other healthcare providers to ensure optimal patient outcomes.
- Effective communication and interpersonal skills.

Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.
SAFETY SPECIALIST LEAD

[Job Posting Text]

The primary focus of this position is to support scheduling operations across the UTSW practices, including assessment, focused analytics, design and support in implementation.

Work requires exercise of considerable judgment in application and interpretation of procedures, safety regulations, standards and codes. Work requires contact with staff in all levels of authority, with employees, and with customers. Work requires physical mobility throughout the UTSW campus.

Knowledge, Skills & Abilities:
- Work requires exercise of considerable judgment in application and interpretation of procedures, safety regulations, standards and codes.
- Work requires contact with staff in all levels of authority, with employees, and with customers.
- Work requires physical mobility throughout the UTSW campus.

Salary Negotiable
Position: Senior Project Manager - Opioid Safety

**Responsibilities:**
- Serve as the lead investigator for controlled substance incidents.
- Assist in investigation of concerns as they relate to breaks in the chain of custody of controlled substance issues and assist in implementing appropriate courses of action.
- Lead, facilitate, and document pre and post implementation of processes, clinical care/standards and research practices with institutional and national standards and provides mechanism to deliver information to staff/faculty as necessary.
- Recommend and develop new policies and procedures for management.

**Qualifications:**
- Exercises decision-making and problem-solving skills to manage a portfolio of projects to include all process development and implementation.
- Must be able to read, write and communicate in English.
- Strong knowledge of Joint Commission requirements, Conditions of Participation and Texas Administrative Code of the Texas Health and Safety Code.
- Must have a solid understanding of data collection and data analysis related to opioids and other controlled substances that are removed for an automatic medication process.

**Other Duties:**
- Performs other duties as assigned.

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**Position:** Research Assistant

**Responsibilities:**
- Supervises large group of employees engaged in performance of technical and professional work, which varies from routine to complex laboratory work tasks.
- Supports the research team with the development and implementation of research projects.
- Assists in the preparation of research papers, reports, and abstracts for publication as one of co-authors.
- Designs, develops, or adapts equipment used in experiments or research to obtain desired results.
- Plans and monitors tools to sustain compliance.
- Participates in the regulatory readiness review activities to ensure all accreditation requirements are met at locations assigned.
- Leads tracer activities among staff to ensure continuous patient readiness.

**Qualifications:**
- Must be able to read, write and communicate in English.
- Strong knowledge of Joint Commission requirements, Conditions of Participation and Texas Administrative Code of the Texas Health and Safety Code.
- Must have a solid understanding of data collection and data analysis related to opioids and other controlled substances that are removed for an automatic medication process.

**Other Duties:**
- Performs other duties as assigned.
SENIOR REGISTERED DIETITIAN

Description:
The Senior Registered Dietitian is responsible for oversight in collaboration with the simulation team and leadership of the operations of the simulation program at UT Southwestern Medical Center. In this role, you will provide nutrition care to patients, develop and implement nutrition care plans, and collaborate with other healthcare team members.

Responsibilities:
- Collaborates with other members of the healthcare team to complete nutrition consultations.
- Attends meetings/conferences with medical team, nursing, clinics, social services, and other allied health resources.
- Provides nutrition education and anticipates future interventions.
- Maintains professional development by attending meetings, educational conferences, and workshops.
- Coordinates and provides student evaluations.
- Communicates student and staff issues/performance to the Simulation Education Manager.
- Performs other duties as assigned.

Qualifications:
- Bachelor's degree in a related field from an accredited college or university.
- Current registration as a Registered Dietitian.
- Certified Diabetes Educator (CDE) preferred.

Skills:
- Communication skills
- Critical thinking skills
- Collaborative teamwork
- Attention to detail
- Problem-solving skills

About UT Southwestern:
UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; sexual orientation; gender identity; or gender expression; age; disability; or genetic information.
prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, age, disability, genetic information, citizenship status, or veteran status. To learn more, please visit: https://jobs.utsouthwestern.edu/why-work-here/diversity-inclusion.

Working Conditions
Work is performed primarily in hospital and in ambulatory patient care setting. Any qualifications to be considered as equivalents in lieu of stated minimum require prior approval of Vice President for Human Resources or his/her designee.

Job Duties
- Interacts with multiple disciplines to create trusting relationships across the healthcare industry.
- Provides leadership in the development and implementation of educational and training programs.
- Assists with teaching and debriefing of simulation sessions.
- Creates and delivers presentations regarding simulation.
- Develops evidence-based educational materials and adjusts content and teaching strategies appropriate to learner needs as appropriate for simulation program.
- Evaluates the effectiveness of simulation program using a variety of assessments.
- Supports team simulation research projects and utilizes current research findings in education working with the adult learners.
- Advanced Cardiac Life Support (ACLS) certification preferred.

Basic Life Support (BLS) certification, course accredited by the American Heart Association (AHA) or American Red Cross (ARC) required.

Preferred
1. Bachelors of Science in a healthcare related field.
2. Previous experience in education working with the adult learners.

Education
- Basic Life Support (BLS) certification, course accredited by the American Heart Association (AHA) or American Red Cross (ARC) required.

Equipment
- Basic Life Support (BLS) certification, course accredited by the American Heart Association (AHA) or American Red Cross (ARC) required.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an employment-related and corporate entity, UT Southwestern Medical Center and its parent corporation are committed to compliance with all applicable Equal Employment Opportunity (EEO) and Affirmative Action (AA) regulations and policies. UT Southwestern Medical Center does not discriminate on the basis of age, color, creed, national origin, race, sex, marital status, religion, military service, sexual orientation, gender identity, gender expression, disability, or any other factor that constitutes unlawful discrimination under applicable law.
SOFTWARE ENGINEER

Prof Services-Comm & Technology

assembles, linkage editor, and file copy utility programs. Analyzes memory dumps when system failures occur and recommends corrective procedures. Performs other duties as assigned.

Knowledge, Skills & Abilities

Work requires exercise of judgment and the capacity to communicate effectively, both orally and in writing. The position involves maintaining system data sets and catalogs. Performs program design, generation, testing, and maintenance of specific components of overall system. Generates proprietary program products from distribution tapes, using computer programming languages such as Fortran.

Equal Employment Opportunity

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

Specialty Social Worker

Social Work and three (3) years experience in medical and/or psychiatric social case work to include one (1) year as Social Worker II. LMSW (Licensed Master Social Worker) required; LCSW (Licensed Clinical Social Worker) may be required in certain instances.

**Other Duties:** Performs other duties as assigned.

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Inpatient Social Worker

**Other Duties:** Performs other duties as assigned.

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Assistant Inpatient Social Worker

**Other Duties:** Performs other duties as assigned.

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Senior Social Media Strategist

Twitter, LinkedIn, Instagram, YouTube, Reddit, Snapchat). Work requires creative, resourceful, flexible team player who is able to work both independently and collaboratively. Work requires excellent planning, time management, and problem-solving skills. Must be able to maintain an elevated sense of social engagement and ensure higher levels of response to inquiries.

QUALIFICATIONS

Experience with health care brands is a plus. Experience with creative tools such as Photoshop, Canva, and iMovie, as well as social media management tools such as Sprout Social is preferred.

Job Duties

Work closely with the Communications Team to develop social media strategy and tactics to achieve marketing and communications goals. Direct the planning and execution of social media campaigns that support the University's mission. Develop, maintain, and manage Twitter, LinkedIn, Instagram, YouTube, etc. that align with institutional priorities. Provide research, analysis, and reporting to identify how to best position UT Southwestern's brand in the social media landscape. Ensure that all communication is compliant with University policies and procedures. Lead the development of social media metrics and KPIs. Train and support stakeholders in the development of social media content and strategy. Identify, engage, and moderate conversations with UT Southwestern's audience community on social media platforms. Provide strategic and tactical support to the communications team to ensure that the University's social media efforts are consistent with the overall marketing and communications strategy.
SOURCING & CONTRACT SPECIALIST

with broad knowledge of the entire award lifecycle. Provides assistance gathering information needed to answer pre-award inquiries. Supports ServiceNow issues by routing, working and closing service tickets. Completes forms in PeopleSoft or designation preferred.

Job Duties

Has responsibilities performing tasks at the advanced level for the pre-award services within Sponsored Programs Administration. Provides funding opportunity information to potential applicants at the members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; eGrants to assist both pre- and post-award functions. Assists providing transactional documentation for program reports or as needed for institutional audits. May be included in rotation schedule for Office Hours for Campus research.

Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information

Salary

Salary Negotiable

Experience and Education

Bachelor's degree in business administration, public administration, or related field and seven (7) years of experience in business, finance, or public administration with emphasis on customer service. Advanced degree, and/or Certified Research Administrator.

1. Assists preparing, scanning, and filing billing, contract, research, and grant activity and/or departmental requests.
2. Courteously facilitates and responds/resolves requests, complaints and communication with staff, faculty students and guests. Exercises good judgement, discretion and diplomacy in business setting or equivalent experience, including at least one (1) year as Software Systems Specialist II or equivalent.

Job Duties

Analyzes existing and projected operating systems and procedures, including studies of interaction of several departments) through direct interaction, telephone conversations or written materials. Maintains overall sanitation including coolers, freezers, production areas and dry storage areas. Labels, dates, and rotates all products. Follows all HACCP.

Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

Experience and Education

High school diploma or equivalent experience, including at least one (1) year as Software Systems Specialist II or equivalent.

Job Duties

Provides technical support on a variety of projects. Assists in the implementation and support of various emerging technologies, tools, techniques, and strategies. Documents, updates and communicates project plans, expectations, and contractual requirements to include insurance and HUB requirements. Export, filter, categorize and interpret volumes of data to identify opportunities resulting from data selections and recommend sourcing opportunities. Compile information users, Group Purchasing Organizations, and Contracts Management aligned with contract compliance and expense reduction initiatives. Provide training, onboarding, and support of new Sourcing Specialists Prepare, manage, and execute the eGrants to assist both pre- and post-award functions. Assists providing transactional documentation for program reports or as needed for institutional audits. May be included in rotation schedule for Office Hours for Campus research.

Security

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Salary

Salary Negotiable

Experience and Education

Bachelor's degree in business administration, public administration, or related field and two (2) years of experience in business, finance, or public administration with emphasis on customer service.
SPEECH LANGUAGE PATHOLOGIST

**Job Duties:**
- Utilizes the Risk Management and Process Improvement tools (Event Reports) in an accurate and timely way to identify issues concerning Quality Improvement and assists coworkers in this process as needed.
- Follows chain of command when problems arise.
- May receive specimen using Epic Beaker. May have to enter orders or look up orders in EPIC Beaker. May be required to contact the Core Laboratory for retrieval of specimens (e.g. for add-on test).
- Proficient in maintaining and utilizing the laboratory or other designated testing facility as per established procedure with fewer than two mislabeled specimens.
- Document all correct and accurate information in regard to the specimens collected to ensure best is being met daily and meetings in the laboratory setting, or certification as an MLT.
- Modernize and distribute patient specimens accurately and distributes to appropriate areas of laboratory.
- Processes laboratory samples according to procedure.
- Handles specimen integrity, accounting particularly for those samples which must be transported to other locations with fewer than three occasions of errors involving maintaining specimen batches (opening, reconciling and closing).
- Supplies: Keeps supplies organized and distributed to appropriate areas of laboratory.
-Centrifuges and prepares aliquots when needed.
- Maintains specimen requirements at all times according to protocol.
- Dispatches specimens to the appropriate client or laboratories.
- Meets or exceeds set goals and objectives of the department.
- Ensures high quality and high patient safety standards.

**Other Duties:** Performs other duties as assigned.

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UT Southwestern Medical Center is committed to an educational and working environment that promotes a culture of respect, dignity, and inclusion. This position is non-discriminatory on the basis of race, color, religion, national origin, sex, age, disability, genetic information, citizenship status, or veteran status. To learn more, please visit: https://jobs.utsouthwestern.edu/why-work-here/diversity-inclusion.
SPONSORED PROGRAMS ADMIN ANALYTICS ANALYST

SPEECH THERAPIST

SpchLangPath

Prof Med Services-

including owned, shared, and earned media channels. Coordinates timing and messaging with other marketing and communications professionals at UTSW and external institutions, organizations, agencies and businesses. Manages Sourcing Director and TCM.

Working Conditions
Work is performed primarily in an office environment. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all.

Changes and/or enhancements. Interacts with legal on contract language and terms in accordance with UT Southwestern policies and procedures. Monitors contractors' compliance in accordance with contractual requirements to include activities. Conducts oversight and evaluation of all governance checkpoints in the Sourcing Methodology and completes proper documentation of performance in regard to the Sourcing Methodology. Develops procurement strategies for the reduce RFX lifecycle and portfolios while ensuring that all contract documents are readily assessable. Conducts regular performance reviews with each team member and provides coaching and guidance on subsequent sourcing methodology.

new staff Develops and executes an onboarding plan for new employees. Responsible for training new staff including the continuing education and development of existing sourcing team members. Effective management of scouring timeline to members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, or gender expression.

Field and seven (7) years of job related experience in the Research Administration or Healthcare sector manipulating large relational databases. Experience with advanced excel tools SQL, SAS, Stata, SPSS, or similar statistical/data management considered as equivalents in lieu of stated minimums require prior approval of Vice President for Human Resources or his/her designee.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. Work requires experience translating business needs into data models. Work requires basic understanding of predictive algorithms. Work requires experience with SQL and statistical software tools in order to understand common problems across teams. Works with research administration or clinical experts to help develop explanatory models and predict impact of specific programs and trends for various University rankings and national data and advanced analytics to provide information for SPA executive decision makers in the sponsored program delivery and financing domains.

Experience and Education
Bachelor's degree in accounting, finance, healthcare statistics or similar educational and working environment that provides equal opportunity to all. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, or gender expression.

email boxes and tracking/reprioritizing tasks with AIS and Grants teams. Website functionality and continued updates - works closely with our Web services team to assure timely updates and communication outward to our partners in the environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, or gender expression.

security. Duties performed may include one or more of the following core functions: a) Directly solicits input from staff regarding performance and quality improvement i.e. Patient safety, infection control. Actively participates on hospital work groups.

Support (BLS) certification, course accredited by the American Heart Association (AHA) or American Red Cross (ARC) required. New graduates are welcome to apply (intern license), though at least 1 year of hospital experience is preferred.

Job (Masters or Doctorate) from an accredited program in Speech Pathology. Licensed to practice Speech Pathology in the state of Texas. Intern license (Clinical Fellowship Year) also accepted. Active cardiopulmonary resuscitation (CPR) or Basic Life Security this position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary Negotiable Experience and Education

Undergraduate degree in Nursing. Five (5) years of medical-surgical nursing experience in an acute care setting. Current Texas RN license.

License and Certification: Certified in adult cardiac life support (ACLS), advanced cardiac life support (ACLS), basic life support (BLS) certification, course accredited by the American Heart Association (AHA) or American Red Cross (ARC) required. New graduates are welcome to apply (intern license), though at least 1 year of hospital experience is preferred. Support (BLS) certification, course accredited by the American Heart Association (AHA) or American Red Cross (ARC) required. New graduates are welcome to apply (intern license), though at least 1 year of hospital experience is preferred. Support (BLS) certification, course accredited by the American Heart Association (AHA) or American Red Cross (ARC) required. New graduates are welcome to apply (intern license), though at least 1 year of hospital experience is preferred.
SR MGR, INTERNAL COMMUNICATIONS

Southwestern Medical Center

P-Problem Solving: To achieve excellence in patient care and service, all employees are expected to take ownership in solving problems effectively, efficiently and to the satisfaction of the patient.

A-Ability, Attitude

Support solution of organization-level customer service issues and complaints, especially those that apply to area of specialty. Has mastery of general medical surgical equipment. Has working knowledge of clinical equipment such as...

Set and continually manage project expectations with team members and other stakeholders. Delegate tasks and responsibilities to appropriate personnel; identify and resolve issues and conflicts within the project requires ability to communicate effectively with internal and external contacts on policies and procedures. Work requires skill in providing positive customer service environment. Work requires skill in applying excellent organizational analyses to expand the understanding of correlations between services and outcomes while tracking the true cost of providing those services. Analyzes, recommends and implements new or existing revenues sources or services rendered in model. Responsible for patient recruitment efforts into applicable programs. Collaborates with oncology and other medical providers, interdisciplinary teams, and other cancer service organizations to ensure high quality care. Develops and

adherence to all policies and procedures of university. Work requires ability to effectively interpret and apply organizational policies, procedures, and systems. Work requires proven supervisory, customer service, written and verbal laws, regulations, policies, and procedures. Hire, mentor and supervise employee conduct and performance. Maintains confidentiality as appropriate. Performs other duties as assigned.

Knowledge, Skills & Abilities

Work requires ability to ensure project implementation, as well as work independently and as part of a team, manage workflow, set priorities, and meet tight deadlines. Experience in executing efficiently and effectively under deadlines, juggling multiple projects at once, and committees as appropriate. Work requires good organizational skills. Work requires clear written and oral communication skills. Work requires analytical and critical thinking skills. Work requires working knowledge of spreadsheets and word-

procurement staff and team members within Legal Contract Services as necessary for implementation and negotiation of contracts. Leads the development of processes and procedures, including process improvement, for the area of expertise

Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the...
SR PROJ MGR - UNIV HOSP & CLINICS

Qualifications:
- Adaptability: Must be able to work effectively under pressure, meet deadlines, and work independently
- Critical Thinking: Must be able to analyze complex situations and make sound decisions
- Communication: Must have excellent written and verbal communication skills
- Teamwork: Must be able to work effectively in a team environment

Responsibilities:
- Provides leadership and direction to the project team
- Develops project plans and schedules
- Reviews and approves project documents
- Ensures compliance with project scope, budget, and timeline
- Coordinates with stakeholders to ensure project success

Additional Information:
- This position requires a minimum of a Bachelor's degree in a related field.
- Experience in project management is essential.
- Certification in project management is preferred.
- This position is subject to the provisions of Texas Education Code 51.215.
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**Security**
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information

**Salary**
Salary Negotiable

**Experience and Education**
Bachelor's degree in computer related field and two (2) years experience in field directly related to type of storage systems, including experience working with and maintaining large complex storage systems. Certification in at least one relevant storage platform or
to adequately perform the duties of the position.

**Job Description**
This position is responsible for managing and maintaining the University's storage systems, including servers, storage arrays, and backup systems. The successful candidate will have a strong understanding of storage technologies, including SAN, NAS, and cloud storage, and will be able to work with various storage vendors and technologies. This position will also be responsible for ensuring the security and availability of storage systems, and will interact with other IT departments to coordinate storage needs.

**Job Duties**
- Manage and maintain storage systems, including servers, storage arrays, and backup systems
- Work with various storage vendors and technologies
- Ensure the security and availability of storage systems
- Coordinate storage needs with other IT departments

**Other Duties**
Perform other duties as assigned.

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Responsible for directing the clinical cancer genetics program, including interviewing, training and monitoring the work performance of the genetic counselors. Oversees and/or teaches others knowledge and interpretative skills to diagnose, counsel and care for cancer patients. Performs method validation/verification studies, and implementing new equipment, programs and/or procedures. Writing technical policy and assay procedures in accordance with required regulatory, financial and industry standards.

Evaluation of new test systems; and Flow cytometric analysis (i.e., leukemia, lymphoma, plasma cell neoplasms and immunodeficiency) Generate preliminary reports. Assist in training flow cytometry technologists in analysis procedures. New flow cytometric assay development. Plan and implement flow cytometry equipment, programs and/or procedures. Machine operation, quality control, calibration and maintenance. Flow cytometry applications to address research questions. Determine and/or correlate flow cytometry findings with clinical and laboratory data. Generate preliminary reports. Assist in training flow cytometry technologists in analysis procedures. New flow cytometric assay development.

Knowledge, Skills & Abilities: Requires the ability to communicate effectively in English. Knowledge of lower-level employees and contractors. Evaluate employee performance, and make recommendations regarding hiring and disciplinary actions. This position may perform duties of subordinates in addition to other duties as needed. Plan and implement flow cytometry equipment, programs and/or procedures. Machine operation, quality control, calibration and maintenance. Flow cytometry applications to address research questions. Determine and/or correlate flow cytometry findings with clinical and laboratory data. Generate preliminary reports. Assist in training flow cytometry technologists in analysis procedures. New flow cytometric assay development.

UT Southwestern to obtain criminal history record information. Salary: Negotiable. Experience and Education: Associate's degree or equivalent related experience, valid state driver's license, possession/maintenance of acceptable UT System identification card.
QUALIFICATIONSEDUCATION/EXPERIENCE
Bachelor's degree plus one (1) year of supervisory experience in a related field (clinic and/or business operations, health care management, or revenue cycle). In lieu of a bachelor's degree, three (3) years of progressive experience in a similar role is acceptable. Additional experience may substitute for education on a year-for-year basis.

WORK EXPERIENCE
Manager to create annual team objectives. Defines standards and reusable approaches within the Payroll operational framework. Escalate potential service issues to Payroll manager. Working with manager implement quality control activities. Participates in development, implementation, and evaluation of performance improvement metrics for Payroll operations. Oversees department schedule, time editing (Kronos) for direct reports, FMLA tracking, time and attendance issues; ensuring staff coverage for all shifts and availability to assist patients with financial clearance issues. Maintains an understanding of onboarding, orientation, and training needs. coaches, mentors them to ensure they are engaged employees. Direct their work as needed. Develops, plans, organizes and implements programs and services that delivers desired outcomes and enhances customer service.

KNOWLEDGE, SKILLS, & ABILITIES
- Excellent written and verbal communication skills. Ability to train employees. Knowledge and application of UT Police policies and procedures as they apply to PSO functions. Must possess a valid driver's license and be eligible to drive a University vehicle.

Supervisor

Supervisor

OFFICER Force.2. Responsible for security patrols on campus and responses to all calls not requiring the skills or authority of a police officer.3. Prepares employee evaluations and conducts development counseling.4. Maintains shift work schedules and duties. Coach, mentor them to ensure they are engaged employees. Direct their work as needed. Develops, plans, organizes and implements programs and services that delivers desired outcomes and enhances customer service.

QUALIFICATIONSEDUCATION/EXPERIENCE
Bachelor's degree plus one (1) year of supervisory experience in a related field (clinic and/or business operations, health care management, or revenue cycle). In lieu of a bachelor's degree, three (3) years of progressive experience in a similar role is acceptable. Additional experience may substitute for education on a year-for-year basis.

WORK EXPERIENCE
Manager to create annual team objectives. Defines standards and reusable approaches within the Payroll operational framework. Escalate potential service issues to Payroll manager. Working with manager implement quality control activities. Participates in development, implementation, and evaluation of performance improvement metrics for Payroll operations. Oversees department schedule, time editing (Kronos) for direct reports, FMLA tracking, time and attendance issues; ensuring staff coverage for all shifts and availability to assist patients with financial clearance issues. Maintains an understanding of onboarding, orientation, and training needs. coaches, mentors them to ensure they are engaged employees. Direct their work as needed. Develops, plans, organizes and implements programs and services that delivers desired outcomes and enhances customer service.

KNOWLEDGE, SKILLS, & ABILITIES
- Excellent written and verbal communication skills. Ability to train employees. Knowledge and application of UT Police policies and procedures as they apply to PSO functions. Must possess a valid driver's license and be eligible to drive a University vehicle.
**SUPERVISOR REVENUE INTEGRITY & EDUCATION**

Responsibilities:
1. Participates in the development, execution, and ongoing monitoring of strategies and practices to ensure the organization's compliance with federal, state, and local laws, regulations, and regulations.
2. Meets or exceeds financial goals and objectives of the department.
3. Oversee daily activities of the registry staff ensuring staff remains task-focused and meets deadlines.
4. Coaches and mentors staff to improve performance and provide feedback to optimize employee performance.
5. Participate in meetings and discussions to determine methods and approaches to work problems.
6. Participate in meetings and discussions to determine methods and approaches to work problems.
7. Participate in meetings and discussions to determine methods and approaches to work problems.

Requirements:
- Requires ability to determine methods and approaches to work problems.
- Requires ability to determine methods and approaches to work problems.
- Requires ability to determine methods and approaches to work problems.

Skills & Abilities:
- Requires ability to determine methods and approaches to work problems.
- Requires ability to determine methods and approaches to work problems.
- Requires ability to determine methods and approaches to work problems.

Knowledge, Skills, and Abilities:
- Requires ability to determine methods and approaches to work problems.
- Requires ability to determine methods and approaches to work problems.
- Requires ability to determine methods and approaches to work problems.

Education:
- Requires ability to determine methods and approaches to work problems.
- Requires ability to determine methods and approaches to work problems.
- Requires ability to determine methods and approaches to work problems.

Experience:
- Requires ability to determine methods and approaches to work problems.
- Requires ability to determine methods and approaches to work problems.
- Requires ability to determine methods and approaches to work problems.

Other Duties:
- Performs other duties as assigned.

**UT Southwestern Medical Center**

Job opening details:
- Promotion and advancement opportunities based on performance.
- Competitive compensation package.
- Benefits package including health, dental, vision, life insurance, and retirement plans.
- Relocation assistance available.

Job description:
The role of the Revenue Integrity Education Supervisor is to oversee daily operations within the Medicine or Surgical Professional Billing Integrity and Education team, for all phases of the billing process, including allograft/xenograft/autograft storage and distribution functions. The Supervisor is responsible for day-to-day oversight of the team of Coordinators whose primary responsibilities include time and attendance administration and time impacting activities, including an understanding of time system impacts to regular and overtime pay. The Supervisor also performs hospital and public education on eye and tissue donation as needed. Performs donor screening and authorization as necessary. Performs other duties as assigned. Knowledge, Skills & Abilities:
- Requires ability to determine methods and approaches to work problems.
- Requires ability to determine methods and approaches to work problems.
- Requires ability to determine methods and approaches to work problems.

Education:
- Requires ability to determine methods and approaches to work problems.
- Requires ability to determine methods and approaches to work problems.
- Requires ability to determine methods and approaches to work problems.

Experience:
- Requires ability to determine methods and approaches to work problems.
- Requires ability to determine methods and approaches to work problems.
- Requires ability to determine methods and approaches to work problems.

Other Duties:
- Performs other duties as assigned.
UT Southwestern Medical Center

Supervisor

Assistant

$36.88

$5,722.75

$88,458.00

University Classified Sal Pln

Supervisor

Aux Supp Svcs-Supp Chain

Security

This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary

Salary Negotiable

Summary

Works under general direction to plan, develop, design, implement, and manage a comprehensive physical and electronic security program for the University community.

Job Duties

1. Provides physical and electronic access control guidance and technical support to customers. Lenel Certified Professional cert. and Zenitel cert. required.
2. Interacts with the University community to coordinate and ensure the effective implementation of security procedures for processing payments; maintains production report statistics.
3. Prepares journal vouchers; processes vouchers, voucher cancellations, and stop payments; manually types and checks cancellations.
4. Confers as necessary with others to coordinate and ensure the effective implementation of security procedures for processing payments; maintains production report statistics.
5. Prepares and completes various projects as requested by management using appropriate accounting skills and spreadsheet software.
6. Performs other duties as assigned.

Requirements

- Bachelor's degree in Information Security or equivalent and 7 years of related experience.
- Preferred experience with PeopleSoft, Jaggaer, Power BI, Service Now, a Recall Management software, a GPO software, GHX and SC Logic.
- Advanced knowledge of MS Office Suite (especially Excel and Outlook).
- Ability to communicate professional and respectful written and verbal communications.
- Skill and professionalism to build cross-function key relationships.
- Ability to be results oriented and resolve issues independently and in a timely manner.
- Ability to work under pressure and meet tight deadlines.
- Ability to balance competing project timelines.
- Ability to organize vast amounts of data to give management guidelines for business improvement.
- Demonstrates ability to analyze detailed data to identify opportunities for diverse suppliers.
- Demonstrates effective interpersonal skills to interact with all levels of employees within the University community.

In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern Medical Center's policy and practice to provide an equal opportunity for all qualified persons to enter, advance in, and be fully employed without regard to race, color, religion, national origin, sex, including sexual harassment, age, disability, genetic information, citizenship status, or protected veteran status.

UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern Medical Center's policy and practice to provide an equal opportunity for all qualified persons to enter, advance in, and be fully employed without regard to race, color, religion, national origin, sex, including sexual harassment, age, disability, genetic information, citizenship status, or protected veteran status. This commitment applies to all aspects of the University's educational and working environment, including, but not limited to, the selection, placement, recruitment, promotion, training, and termination of employees or students; and access to and participation in University programs and activities. The University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern Medical Center's policy and practice to provide an equal opportunity for all qualified persons to enter, advance in, and be fully employed without regard to race, color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. 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institutions. Designs evaluations for programs & creates programs to interpret results. Creates advertisements for programs and monitors their publication. Represents the programs at local and national meetings. Coordinates, supervises, and controlling access to system. Supervises Credentialing Coordinators and Specialists and Quality Analysts, including performance management process, recommendations for hiring, counseling, and training. Prepares and conducts components and operations to meet changing standards. Prepares for and conducts review audits by MCO's and other external entities. Responsible for all aspects of quality and credentialing database, including training new users and customer service. Facilitate service recovery to deescalate and resolve potential customer issues. Manage scheduling and coordination of care with specialty referring offices such as urgent requests, same day appointment requests, and other institutional policies including cash security, check collection, and credit card authorization. Conduct quality assurance audits including HIPAA review and recorded call customer service. Patient Experience: Ensure excellent forward-facing opportunities, appointment confirmations to facilitate patient appointments. Coordinate daily staff assignments to ensure clinic is staffed appropriately. Provide oversight of appropriate appointment scheduling to ensure a timely manner in environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including discrimination on the basis of race, color, religion, implement new initiatives and participate in performance improvement projects. Performs other duties as assigned. Knowledge, Skills & Abilities Work requires ability to relieve manager of administrative duties, which may include functioning high-profile scenarios. Conduct necessary staff trainings to provide exemplary customer service. Leadership: Ensure strong partnership with all centralized services that support clinic operations, including Access Center, Referral Management, evaluations. Oversees staff development, such as continuing education, cross-training, and preceptorship opportunities. Conducts and participates in staff disciplinary action and development of performance improvement plans. Leads staff Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression. Change mangement functions for projects. Coordinates or develops disaster recovery plans for systems supported. Provides direct supervision to lower level Business Analysts; ensures employees are fully trained, responsible for own work 24 hour on-call program to support clinical systems. Compiles complete, concise, and comprehensive policies and operation procedures to assist in communicating issues to applicable management staff. Assists in developing and implementing development of implementation of operational plans for new and existing business computer applications. Prepares proposals for projects as necessary. Defines and develops new system administrative procedures required utilizing new supported. Assists in definition and development of documentation and training manuals for applications to be used to train system users. Executes and ensures that project plans and schedules are defined and maintained. Monitors UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits discrimination on the basis of veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.
events.Collaborate with clinical and support staff to foster delivery of quality care, communicating issues identified by front line staff to appropriate administrative team and assisting staff in identifying clinical experts for specific patient care scenarios.

Access Services in coordinating patient placement. Investigate patient/visitor concerns and implement appropriate courses of action, taking corrective action in situations requiring immediate intervention and optimizing service satisfaction of all stakeholders.

Courteously interact with all staff, clinic, and hospital personnel and demonstrate effective communication techniques and professionalism in all responses including verbal and written correspondence. Effective, Strong Leadership: Displays strong organizational and managerial skills with the ability to lead, motivate, and develop a diverse team. Collaborates with department leadership, supervisors, and other managers to establish goals and objectives, develop strategies, and implement plans.

Provide expert consultation and coaching to Patient Service Representatives and Lead Patient Services Representatives as it relates to training. Responsible for updating all department resources that are accessible via department SharePoint site. Identify and resolve problems in a timely manner, ensuring smooth operations and efficient service delivery. Organize and conduct orientation sessions for all new Guest & Patient Services employees, providing performance feedback and ensuring that all new employees have the skills and training needed to perform their job. Work with department Assistant Director to coordinate and implement training programs that align with departmental learning objectives using adult learning principles and best practices. Produce training materials and facilitate hands-on training experiences to ensure staff are prepared and proficient in their roles.

In compliance with the Americans with Disabilities Act (ADA) and University of Texas System Policy 4.14, this position is subject to criminal ancestry, background, and drug testing. Employment is contingent upon completing a pre-employment background check and passing a drug test. The University of Texas Southwestern Medical Center does not discriminate on the basis of race, color, religion, national origin, sex, including sexual harassment, age, disability, genetic information, citizenship status, and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression. UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. As an equal opportunity employer, UT Southwestern prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

Provide administrative supervision for Patient Service Representatives and Lead Patient Services Representatives by ensuring adherence to departmental policies, procedures, and guidelines. Develop and implement strategies to improve service delivery, identify and resolve problems in a timely manner, and ensure smooth operations and efficient service delivery. Organize and conduct orientation sessions for all new Guest & Patient Services employees, providing performance feedback and ensuring that all new employees have the skills and training needed to perform their job. Work with department Assistant Director to coordinate and implement training programs that align with departmental learning objectives using adult learning principles and best practices. Produce training materials and facilitate hands-on training experiences to ensure staff are prepared and proficient in their roles.

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**SUPV MSRDP**

Supervisory Medical Aestheticians

- Requires a high school diploma or equivalent and ten (10) years experience in Orthotics/Prosthetics or direct technical experience.
- Plans, directs, organizes and supervises the overall operational activities of the Orthotic/Prosthetic clinical and or fields.
- Interview, train, coach and discipline accordingly for a staff of 21 Techs.
- Performs other duties as assigned.

**SUPV MEDICAL AESTHETICIANS**

Supervisory Medical Aestheticians

- Requires a high school diploma or equivalent and five (5) years related supervisory experience in an ophthalmic medical office environment.
- A minimum certification as Certified Ophthalmic Assistant (COA) is required by JACHPO.
- Complete a weekly tech schedule and adjust as required.
- Ensures adequate staffing for procedures.
- Performs or coordinates photography for Department of Ophthalmology research protocols and fundus photography for new research projects in collaboration with other departments.
- Provide leadership and direction for day-to-day operations to a team of medical gas technicians.

**MINIMUM QUALIFICATIONS**

- High school diploma or equivalent and five (5) years' experience in gas distribution is required.
- Two (2) years' experience in a leadership role.

**WORKING CONDITIONS**

- Work is performed primarily in a medical office environment.
- Provides supervision and direction for all medical aestheticians.

**Experience and Education**

- High school diploma or equivalent, current State of Texas Cosmetology license as an Aesthetician, and five (5) years experience in medical office.

**Other Duties:**

- Performs other duties as assigned.

**Security**

- This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Salary**

- Salary Negotiable

**ADDITIONAL INFORMATION**

- UT Southwestern Medical Center is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of: race; color; religion; national origin; sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or gender expression.

- Ensures adequate staffing for procedures.

- Performs or coordinates photography for Department of Ophthalmology research protocols and fundus photography for new research projects in collaboration with other departments.

- Provide leadership and direction for day-to-day operations to a team of medical gas technicians.

- High school diploma or equivalent and five (5) years' experience in gas distribution is required.

- Two (2) years' experience in a leadership role.

- Communication and EducationHigh school diploma or equivalent, current State of Texas Cosmetology license as an Aesthetician, and five (5) years experience in medical office.

- Performs other duties as assigned.

- Work is performed primarily in a medical office environment.

- Provides supervision and direction for all medical aestheticians.
Security
This position is security-sensitive and subject to Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

Salary
Salary Negotiable

Experience and Education
High school

Must successfully pass post-offer/pre-employment medical examination and annual medical examinations conducted under current Department of Transportation regulations.

Job Duties
1. Provides daily supervision to drivers and senior recipient.
2. Performs astute physical assessment of donor body.
3. Reviews medical history or chart information; determines suitability of donors.
4. Contacts donor families to obtain donation consents.
5. Determines types and methods of network.

Supervisor

Must have performed the following duties within 18 months of employment:

1. Installs software, audiovisual, personal computers, printers, and other peripherals as directed or requested by users.
2. Prepares recommendations for modifications or additions to personal computer systems, hardware.

Must have performed the following duties during scheduled downtime procedures:

1. Systematically reviews technologists' studies and coordinates additional training to maintain quality.
2. Coordinates new equipment demos during the equipment selection and purchasing process.
3. Provides input for outcomes and during imaging department process improvement projects.
4. Demonstrates general working knowledge of all imaging equipment within modality.
5. Assists the physicians/committees/staff with care to the varying locations.
6. Provides escalation and add on assistance with scheduling modality exams.
7. Coordinates with imaging leadership for staff scheduling, coverage, and payroll accuracy.
8. Provides technical input for employee licensure for equipment (e.g., ACR, ICAVL, etc.).
9. Actively participates in all hospital regulatory compliance duties and audits.
10. Provides/creates competency on advanced equipment training for technologists.

Molecular, and Computed Tomography imaging strongly preferred.

Job Duties
1. Demonstrates conscious effort to be good stewards of hospital resources to ensure UTSW financial goals are met.
2. Provides quotes from vendors for operational releases the unused time to prevent loss of department's/clinic's surgical block time.
3. Assists with accuracy of posting cases, ensuring the correct procedure and time are posted.
4. Duties performed may include one or more of the following preferred.

1. Manages surgery schedulers in a department or clinic including, but not limited to, handling problems, issues, and questions as they arise.
2. Manages "internal release" of block time for a department or clinic...

Sex; including sexual harassment; age; disability; genetic information; citizenship status; and protected veteran status. In addition, it is UT Southwestern policy to prohibit discrimination on the basis of sexual orientation, gender identity, or...
Sustainability Excellence Professional (SEP) or related certifications or a Master's degree

Performs other duties as assigned.

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| Prof Svcs-HR-Tal Acqui Part Sr | $5,722.75  | $208.99            | Requires knowledge of species specific handling, restraint, breeding and technical skills. Direct contact with a variety of animal. Plane of managing multiple sourcing/research projects. Works closely with departments, faculty, and the office of Advanced Practice Providers. Must be able to work independently, with guidance in only the most complex situations. Requires ability to prioritize. Engage with qualified, diverse potential talent for essential and difficult-to-fill opportunities based on strategic sourcing strategies and techniques for both passive and active candidates, ensuring that candidate pools and pipelines are sufficient to meet the organization's needs. Engage with passive job seekers with the goal of building a network of potential talent using various methods to source qualified candidates and build a strong talent pipeline for current and future staffing needs. The TSP will also work to consult with hiring managers on staffing needs. Develops and executes appropriate sourcing plan. Pre-screens and qualifies candidates. Processes internal/external applications for candidates. Evaluates candidates for initial screening; logs CV/resume in database file; assists in marketing and advertising of positions; develops ongoing protocol for contacting various advanced practice proved programs and arranges notices that specify current.
- **University Classified Sal Pln**: $95,576.00

- **Clin Supp Services-Therapy**: $37.98

- **University Classified Sal Pln**: $193,975.00

- **University Classified Sal Pln**: $50.50

- **University Classified Sal Pln**: $62,597.00

- **University Classified Sal Pln**: $3,658.75

- **University Classified Sal Pln**: $14.86

- **University Classified Sal Pln**: $45.95

- **University Classified Sal Pln**: $35.96

- **University Classified Sal Pln**: $3,216.67

- **THERAPY TECHNICIAN**: $287.71

- **TELEVISION MAINTENANCE ENGINEER**: $95,576.00

- **TELECOMMUNICATIONS OPERATIONS INSTALLER SR**: $8893

- **Mid**

- **three (3) years of experience in a clinical healthcare setting, preferably in organ, eye, or tissue banking. Licensure as a Registered Nurse strongly preferred. Candidates without the stated minimum education, but with an additional three (3) years of experience in a clinical healthcare setting, preferably in organ, eye, or tissue banking. Licensure as a Registered Nurse strongly preferred.**

- **N**

- **mid**

- **two (2) years of college, to include at least six (6) credit hours in basic science, with at least one (1) year of coursework in anatomy and physiology, and three (3) years of experience in tissue banking. Licensure as a Registered Nurse is preferred.**

- **Experience and Education**: Completion of two years of college, to include at least six (6) credit hours in basic science, with at least one (1) year of coursework in anatomy and physiology, and three (3) years of experience in tissue banking. Licensure as a Registered Nurse is preferred.

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TISSUE DONATION SCREENING AUTHORIZATION SPECIALIST

Performs education on eye and tissue donation to hospitals and medical examiner staff. Performs assessment interview, medical chart review, and physical assessment of body. Performs all steps of recovery of eyes/corneas, skin, bone/connective tissue, and cardiovascular tissue. Steps include donor preparation, aseptic surgical recovery of allografts. Work requires basic knowledge of science, medical terminology, and medical conditions. Work requires ability to communicate effectively with various levels of internal and external contacts. Work requires ability to work with FDA regulations, AATB standards, and EBAA Medical Standards. Ensures accurate and complete documentation for all functions performed. Performs other duties as assigned.

Knowledge, Skills & Abilities
- Work requires ability to read, write, and understand English.
- Work requires basic knowledge of science, medical terminology, and medical conditions.
- Work requires ability to communicate effectively with various levels of internal and external contacts.
- Work requires ability to work with FDA regulations, AATB standards, and EBAA Medical Standards.
- Ensures accurate and complete documentation for all functions performed.

Experience and Education
- Completion of two years of college, to include at least six (6) credit hours in basic science, with at least two (2) years of experience in a clinical healthcare setting, preferably in organ, eye, or tissue banking.
- Licensures as a Registered Nurse preferred.
- Candidates without the stated minimum education, but with an additional two (2) or more years' experience in screening and authorization in organ, eye, or tissue banking may be considered.

Job Summary
Works under general supervision to independently provide education on eye and tissue donation to hospital staff, medical examiner staff, funeral home staff and the general public. Also assists with performing assessment interview, medical chart review, and physical assessment of body. Performs all steps of recovery of eyes/corneas, skin, bone/connective tissue, and cardiovascular tissue. Steps include donor preparation, aseptic surgical recovery of allografts. Work requires basic knowledge of science, medical terminology, and medical conditions. Work requires ability to communicate effectively with various levels of internal and external contacts. Work requires ability to work with FDA regulations, AATB standards, and EBAA Medical Standards. Ensures accurate and complete documentation for all functions performed. Performs other duties as assigned.

Salary
Negotiable

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Transition of Care Pharmacy Technician (TCPT) responsibilities may include:

- Promote patient safety
- Work with program and assists with budget preparation.
- Recommends policies and procedures relating to training activities.
- May supervise assigned training or office staff.
- Performs other duties as assigned.

**Knowledge, Skills & Abilities**

- Work requires knowledge of personal computers, presentation software, and desktop software packages.
- Work requires good oral and written skills.
- Work requires telephone and personal contact with all levels of internal and external customers.
- Work requires good organizational skills.
- Basic computer skills, data entry, filing.
- Knowledge, Skills & Abilities of stated minimum require prior approval of Vice President for Human Resources Administration or his/her designee.

**Security**

- This position is security-sensitive and subject to the Texas Education Code 51.215, which authorizes UT Southwestern to obtain criminal history record information.

**Salary**

- Salary Negotiable

**Job Summary**

- Serves as a primary and senior trainer.
UNIT SECRETARY

Physician rounds. Thins patient’s charts by removing reports and documents in accordance with established policies. Stores "thinned records" in accordance with policy in unit-based files. Reviews medical records of discharged patients to

Preferred. Job Duties
Maintains high level of service for both internal and external customers. Answers phone and ensures patient requests are disseminated to nursing staff as appropriate. Communicates repeated patient requests to

Security
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Salary
Salary Negotiable

Experience and Education
High School diploma or equivalent. Must be able to read, write and communicate in English. One (1) year of coding experience OR previous experience working with trauma registry databases and handling medical information in a health care setting.

Job Responsibilities
Meets trauma inclusion criteria. The Trauma Registrar maintains confidentiality of the registry data and provides registry data as appropriate for research.

Experience and Education
Required
High school diploma or equivalent. Must be able to read, write and communicate in English. One (1) year of coding experience OR previous experience working with trauma registry databases and handling medical information in a health care setting.

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As an assistant, I can provide a brief summary of the document content:

- A UROLOGY COORDINATOR role is being advertised.
- Responsibilities include working closely with the Medical Director, participating in performance improvement initiatives, and evaluating outcomes data.
- Knowledge and skills required include knowledge of health insurance mechanisms and coverage, proficiency in Microsoft Office Suite, and ability to work with diverse clients.
- Additional responsibilities include monitoring utility alarms, conducting clinically based discussions, and leading teams.
- The role requires a high school diploma, two years of experience in Urology, and Urology certification preferred.
- The job is remote and UT Southwestern policy prohibits discrimination based on various categories, including protected veteran status.

This summary provides a high-level overview of the job description and requirements.
Quality Assurance Jr

ADMIN

UNIV

University Classified Sal Pln

PROF

Aux Supp Services-Mats

UNIV

University Classified Sal Pln

WORK CONTROL COORDINATOR SR

here/diversity-inclusion/

strong independent judgement, and resourcefulness.

Skills & Abilities

Work requires highest level computer skills.

Work requires strong oral and written communication skills.

Work requires the ability to effectively explain the analytical findings and recommendations to management team.

Work requires understanding and following established policies and procedures.

Work requires the use of initiative, creativity, and judgment.

Skills & Abilities

Participates on multidisciplinary teams and provides comprehensive analytical support for performance improvement initiatives.

Skills & Abilities

provides comprehensive analytical support for performance improvement initiatives.

Skills & Abilities

conducts analysis of UT Southwestern CPAS patient call volumes with a high degree of accuracy: interval, daily and monthly call volumes, handle times, and service metrics.

Skills & Abilities

that all CPAS telecommunications configuration, phone tree routing, receiving staff hunt groups, and associated staff skills are maintained to safeguard successful call routing across large institutional contact center.

Skills & Abilities

contact center operations preferred.

Education

Bachelor's degree in Business Administration, Management Information Systems, Healthcare or quantitative field; and

5 years of experience in either healthcare data analysis or in contact center operations.

Skills & Abilities

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Security

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Summary

Works under minimal direction to

primary in general office area.

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