

Program Manager Genetics

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

Bachelors degree in Business Administration, Nursing, Health Care Administration, Allied Health, or related field; and, five (5) yrs responsible administrative experience in patient care environment to include two (2) yrs supervisory experience required. Oncology experience preferred.

Job Duties

Supervises and directs administrative and support staff and functions for the CPRIT Genetics Program. Mentors and coaches staff to achieve performance improvement milestones; recommends and/or implements changes as necessary to maintain efficiency and reach programmatic goals.

Maintains high level of customer service to all internal and external customers.

Communicates with staff, physicians and patients, providing feedback, goal setting, and responding to patient and staff needs.

Responsible for Program development, implementation & evaluation. Organizes and directs operational processes including; access to care, practice and procedure changes, referral tracking, and follow up, to ensure excellent patient care and HIPAA compliance. Ensures compliance with applicable laws, regulations, policies and procedures.

Oversees budget expenditures, purchasing, and expense management for the program.

Ensures successful financial performance of the program. Prepares and submits regular & ad hoc budgetary reports. Monitors Program goals and objectives, and reports program outcomes as needed to demonstrate impact.

Responsible for patient recruitment efforts into the CPRIT Program. Collaborates with oncology providers, interdisciplinary teams, and other cancer service organizations to ensure high quality care.

Develops and delivers informational/educational programs for patients, family members, and/or the public; develops materials & resources necessary for program implementation and evaluation.

Designs, executes, and maintains effective system of internal controls which provides reasonable assurance that operations are effective and efficient, assets are safeguarded and financial information is reliable.

Responsible for communication to representatives from community partners including quarterly meetings to review statistics and data, as well as make recommendations regarding programmatic operations.

Develops and conducts cost-benefit analyses to expand the understanding of correlations between services and outcomes while tracking the true cost of providing those services.

Performs other duties as assigned.