



UNIVERSITY *of* MARYLAND

SCHOOL OF MEDICINE

The University of Maryland Baltimore

The School of Medicine Department of Diagnostic Radiology and Nuclear Medicine is seeking a Clinical Department Administrator. Reporting to the Chair Diagnostic Radiology and Nuclear Medicine, the Administrator sets and executes the annual department goals and objectives for all administrative and financial matters. This position actively collaborates with the leadership of the University of Maryland School of Medicine (SOM), University of Maryland Medical Center (UMMC), Faculty Practice, Inc. (FPI) and other organizations in developing and obtaining these goals. With the Chairman, through the Department's central administration senior staff, the Administrator is responsible for strategic and financial planning, budget and accounting processes, cash controls, financial reporting, compliance for all Federal, University and FPI matters, grants and contracts management (including clinical service contracts), operations in all clinical practice sites, professional-fee coding, billing and collection operations, accounts receivable management, facility management projects, required financial records for the Department's separate PA operations, credentialing for all faculty and trainees, plus hiring, payroll and human resources matters for multiple employers - including University of Maryland Baltimore (UMB) faculty and research staff, UMMC clinical staff and FPI clinical, practice and coding support staff, and oversight of space and material needed for teaching, research and clinical care.

This position provides strategic direction and leadership through the development, enhancement and guidance of its various functions and staff members, as well as through collaboration with Radiology Section Chiefs and Program Directors and through advice to the Chair in all matters as necessary and appropriate.

This position has the authority to formulate, affect, interpret or implement management policies or operating practices.

The University of Maryland Baltimore (UMB), founded in 1807, is the founding campus of the University System of Maryland. Located in Baltimore City, this 71-acre research and technology complex encompasses 65 buildings just west of the Inner Harbor. UMB is Maryland's only public health, law, and human services university. Its professional and graduate schools train a significant number of the state's physicians, nurses, dentists, lawyers, social workers and pharmacists, as well as a substantial number of the state's biomedical scientists. Under the leadership of President Jay A. Perman, MD, the University is a leading advocate in the redevelopment of Baltimore's Westside. The University of Maryland BioPark, which opened in October 2005, promotes collaborative research opportunities and bioscience innovation. The University's faculty generated \$644 million in external grants and contracts in FY 2015. With 6,329 students and 7,119 faculty members and staff, the University is an economic engine that returns more than \$15 in economic activity for every \$1 of its state general funds appropriation. The University community gives more than 2 million hours a year in service to the public.

UMB offers a competitive salary and benefits package, including comprehensive medical, dental and vision insurance coverage; life and disability benefits, ample paid leave time; flexible retirement savings plan with a generous employer contribution; flexible spending accounts for healthcare and dependent care; and tuition remission for employees and their dependents at any of the University System of Maryland schools.

Primary Duties and Responsibilities (Essential Functions):

Financial Management:

Participates in financial forecasting and planning for the Department. Develops and manages the practice and university product-line budgets to ensure cost-effective operations. Has overall responsibility for the development of policy and procedure for the Department with financial management of its multi-million dollar budget including, but not limited to, contract and grant revenues, practice plan income, physician service contracts and donor support. Provides financial vision and direction that aligns with the Department's overall business strategies. Communicates key information to the stakeholders of the Department service areas with respect to managed care, marketplace needs, the competitive environment, cost management and customer-focused service. Negotiates and optimizes clinical service agreements, medical service plan issues and technology transfer opportunities. Works with management team and medical leadership of the Department, serving as a resource to help reduce costs, enhance revenues, achieve effective utilization and meet quality and safety goals and objectives.

Develops and presents comprehensive analysis of financial and programmatic recommendations for physician leadership. Prepares and administers financial reporting systems including Departmental budgets, practice plan, faculty and auxiliary enterprises, grant accounts, procurement processes and Departmental revenue. Analyzes variances, develops and implements action plans to ensure costs stay within acceptable financial ranges for each product line and academic section within the Department. Proactively evaluates trends in market demand and program operations for potential implementation of cost effective changes. Manages the implementation of approved changes and monitors data for cost savings, program outcomes and patient satisfaction.

Clinical Management:

Develops and fosters effective collaboration among clinical departments, divisions, Department leadership, faculty and other affiliated services, inside and outside the hospital, to ensure an integrated approach to providing services and fulfilling the Department's clinical goals and objectives. Works closely with the Department's Vice Chairman of Clinical Affairs regarding all aspects of the Department's clinical operations, directing the full range of administrative and fiscal activities for the Department's clinical subspecialty radiology sections: Abdominal, Community, Musculoskeletal, Nuclear Medicine, Neuroimaging, Neurointerventional, Musculoskeletal, Pediatric, Thoracic, Vascular Interventional, and Women's Imaging.

Collaborates with the Department's Operational Directors and Managers to effectively and efficiently deliver appropriate clinical care at all the Department's clinical sites. Provides oversight and support of the Department's PA practice, including front-end (appointment scheduling, registration, electronic medical record and service excellence delivery) and back-end (billing and collections). Provides volume and budget variance reporting. Develops business plans to evaluate new clinical programs. Works with FPI management to identify potential contracts and execute agreements. Monitors productivity performance and targets as they relate to the Department's Incentive Program.

Education Management:

Oversees the development of annual funding and budget plan for residents, fellows and interns with the Department's Vice Chair of Academic Affairs. Secures institutional approvals for all contracts supporting the educational programs. Supports educational activities related to resident recruitment, orientation, program evaluation, resident activity, accreditation and special lectures. Keeps abreast of federal regulations, regulatory body mandates, congressional actions and deliberations, and state and local activities influencing management of the department. Plans educational programs in the areas affecting Department programs and initiatives. Oversees the education service component of the clinical incentive program.

Research Management:

Develops and fosters effective collaboration with Radiology Research Administration to provide Departmental review, processing and reconciliation for all research and/or foundation grant submissions, as well as research activity reports to Leadership. Provides oversight and administrative direction for all grant management activity and clinical research compliance with the Department. Supports and monitors research related financial activities to assure compliance with UMB, SOM, HRPO, IRB and funding agency regulations.

Faculty Affairs and Human Resources Management:

With SOM, UMB and FPI Human Resources Offices, manages all HR processes including recruitment, appointments, salary setting, merit increases, annual evaluations, disciplinary actions and all mandated training for faculty and staff. Recruits, orients, trains and supervises (along with Division Directors) Division Managers. With the Chair, evaluates Sections to determine optimal organization size and faculty complement for optimal operations. Coordinates processes related to faculty recruitment and hiring, salary administration, departmental physician compensation plan and faculty leave time including vacation, meeting time and medical leave. Implements and tracks all payroll plans and compensation strategies including FPI Incentives and allowable other income for faculty and staff. Assists the Chair in providing support and direction to Section Chiefs, Programs Directors and individual faculty regarding institutional operations and programmatic approval process. Reviews organizational structure and functions to determine adequacy of existing structure, eliminates duplications and nonessential activity, and clarifies organizational relationships and responsibilities for support staff. Periodically reviews the administrative organizational structure of the department with the Chair to assure congruence with department goals and plans. Supervises support staff and development of departmental standards and operational policies and procedures. Chairs regular support staff meetings. Attends monthly Faculty Meeting and provides administrative and financial reports. Manages departmental space utilization and requirements.

Strategic Planning and Development:

Participates at the executive level with the Department's chair and leadership in the development of the Department's mission and vision, strategic plans, budgets, resource allocation, operating plans and policies. This includes attending key leadership meetings and contributing toward maintaining the practice's growing market share, reimbursement maximization and cost containment, including productivity improvement. Evaluates and advises the impact of long-range planning, introduction of new programs/strategies and regulates responsibilities. Defines problems, collects data, analyzes available information and evaluates results to choose the best solutions to solve problems and make high impact decisions. Where appropriate, represents the Department to the external market, as well as internally through the application of community relations and marketing activities. Encourages and builds mutual trust, respect and cooperation among team members within the Department and external and internal partners/organizations. Assists the Chair and the SOM Development Office with fundraising activity as necessary.

Minimum Qualifications:

Education: Bachelor's degree in business, public administration or related field. Master's degree (i.e. MBA, MHA, MSA, etc.) is preferred.

Experience: Seven (7) years of related experience in administrative and financial operations preferably with at least two (2) years of experience in an academic medical center department, managed care, medical practice, or a related environment.

Preferred: American Registry of Radiologic Technology (ARRT) accreditation and possess a valid Maryland Diagnostic Radiography License -OR- active Certified Radiology Administrator (CRA) designation are preferred.

Financial Disclosure: This position requires financial disclosure

Knowledge, Skills, and Abilities:

- Extensive knowledge of the functions of all aspects of Diagnostic Radiology and Nuclear Medicine and the ability to bring about strategic change, internally and externally, to meet organizational goals.
- Leadership, management, administrative and educational background with radiologic technology skills and experience to manage a large Radiology Department affiliated with a University Medical Center and to serve as the administrative and supervisory liaison between the services of the Radiology Department and other services within the Medical Center.
- Extensive knowledge of financial planning and budget analysis demonstrated through education and progressively responsible management experience in a healthcare environment.
- Ability to make and implement major managerial recommendations for the radiology program, such as organizational improvements including changes in structure and delegation; realistic cost/benefit ratios; and policy and procedure changes to improve service to patients.
- Ability to perform the full range of supervisory duties, including responsibility for assignment of work performed; performance evaluation; recommendations for appointment, awards, advancement, and when appropriate, disciplinary actions; and identification of continuing education and training needs.

Applicants must apply online at the following link:

<https://umb.taleo.net/careersection/jobdetail.ftl?job=170000QL&lang=en#.WQJBzycnksc.email>

If accommodations are needed for a disability, please contact Staffing & Career Services at 410-706-2606, Monday – Friday, 8:30am – 4:30pm EST. Maryland Relay can be accessed by dialing 711 (in-state) or 1-800-735-2258.

Equal Opportunity/Affirmative Action Employer Minorities, women, protected veterans, and individuals with disabilities are encouraged to apply.