

Vice President, Operations UPMC Cancer Centers

UPMC Cancer Centers is hiring a Vice President of Operations to direct, administer, and coordinate all operational aspects (including both clinical and non-clinical activities) of the UPMC Cancer Centers under the direction of, and in accordance with, policies, goals and objectives, established by the Executive Vice President and physician leadership, of Cancer Services. The VP will assist the Executive Vice President in the development and implementation of policies and activities covering organization operations, personnel, financial performance, and growth.

The VP of Operations will be responsible for the day to day management of the following individuals: Senior Director of Operations, Medical Oncology; Senior Director of Operations, Radiation Oncology; Senior Director of Clinical Services; Senior Director of Operations, Hillman Cancer Centers; and, Director of Operations, Regional Cancer Center.

Responsibilities

Under the direction of the Executive Vice President and in close conjunction with the physician leadership, the VP of Operations duties shall:

- Guide and direct the clinical and operational staff of UPMC Cancer Centers management in the day to day operations of the UPMC Cancer Centers medical and radiation oncology locations, in conjunction with the physician medical leadership of the Cancer Centers
- Direct organizational operations to achieve budgeted positive operating margin results and other financial criteria, and to preserve the capital funds invested in the enterprise
- Direct the development of annual operational goals and budgets based upon the broad organizational goals and growth objective; assume responsibility for capital expenditures
- Direct the development and installation of standard reporting tools and reports to maintain communication and adequate flow of information, and to maintain management control
- Develop and establish organizational operating policies consistent with the Executive Vice President's approved overall policies and objectives, and ensure their adequate execution
- Act in an operational leadership role in a matrix organization, including interaction with staff and senior leadership, and physician leadership with various divisions of UPMC
- Ensure sound working relationships with key staff of Cancer Center strategic partners (board of directors) and vendors providing outside services such as consultants, counsel, auditing firms, and with appropriate outside public and governmental bodies
- Participate in the recruitment of key site personnel, including physicians
- Develop business plans for capital projects, including construction and facility-related projects
- Ensure that all organizational activities and operations are carried out in compliance with local, state, federal and governmental regulations and laws governing healthcare operations
- Ensure timely monitoring of regulatory and policy issues, particularly as they relate to reimbursement and facility requirements
- Direct and personally participate in acquisition and growth activities including investigations, evaluations and negotiations in accordance with organizational objectives and plans established by the Executive Vice President; this includes investigation of and participation in payor contract negotiations

- Assume other special activities and responsibilities from time to time as directed by the Executive Vice President
- Commit to a leadership style that incorporates continuous quality improvement in all aspects of professional responsibilities
- Promote a culture of customer service approach throughout areas of responsibility, and operate in a manner that ensures the delivery of the highest quality of care to the UPMC Cancer Centers' patients
- Operate in a hands-on fashion, with direct interaction with operational leadership of the Cancer Centers, as well as front-line staff
- Create a climate and culture of professional development among the staff of the UPMC Cancer Centers
- Lead the operations of the Cancer Centers through a data-driven approach
- Other duties as assigned

Basic Qualifications

- MSN, MBA, MPA, MHA , or equivalent degree is required
- Five years of relevant operational leadership experience required
- A demonstrated progression in advancement in previous clinical leadership and programmatic roles in a health care / oncology setting strongly preferred

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