

Practice Administrator – UCHealth Highlands Ranch Cancer Center

Summary:

Oversees community-based location of the University of Colorado Cancer Center, including multispecialty physician practice, infusion treatment center and radiation therapy facility.

Responsibilities:

- UCHealth Cancer Care is seeking an experienced Practice Administrator to join the leadership team at our new Highland Ranch Hospital (HRH) location. This unique and exciting opportunity includes oversight for a cancer program comprised of infusion, radiation oncology and a multi-specialty physician practice.
- In conjunction with HRH, Cancer Center and University of Colorado School of Medicine leadership, this role will develop and execute specific departmental goals, standards, and objectives that drive the strategic plan and vision of the organization and cancer program.
- The role oversees staff performance, satisfaction, and conflict management. It mentors and develops front line supervisors, oversees staff and provider scheduling, recruitment, and payroll.
- The Practice Administrator develops departmental budgets, ensures workflows and processes adhere to regulatory standards, manages departmental contracts and vendor relations. It determines and justifies needs for systems, equipment, and supply purchases; monitors usage and oversees proper working order and stock supplies.
- Develops justification for capital equipment and new programs in conjunction with organizational leaders. Drives and is accountable for adherence and improvement to quality of patient care delivered and coordinates patient care services with patients, staff, physician leadership, and other departments.
- Within scope of job, requires critical thinking skills, decisive judgement and the ability to work with minimal supervision. Must be able to work in a fast-paced environment and take appropriate action.

Requirements

- Minimum Required Education: Bachelor's degree in related field. **Preferred:** Master's Degree.
- Required Licensure/Certification: Relevant life support certification as determined at position level.
- Minimum Experience: 3 years of healthcare leadership experience. **Preferred:** Related clinical experience.

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We believe in something different: a focus on the individuality of every person. In big ways and small, we exist to improve the extraordinary lives of all those we serve. As

Colorado's largest and most innovative health care system, we as a team deliver on the commitment to provide the best possible experience for our patients and their families. We foster a true human connection and give people the freedom to live extraordinary lives. A career at UCHHealth is more than a job, it's a passion.

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Going beyond quality requires the perfect balance of talent, integrity, drive and intellectual curiosity. We are looking for individuals who recognize, like us, that the world of medicine is ever-changing and are motivated to do what is right, not what is easy. We support creativity and curiosity so that each of us can find the extraordinary qualities within ourselves. At UCHHealth, we'll do everything in our power to make sure you grow and have a meaningful career. There's no limits to your potential here.

UCHHealth recognizes and appreciates the rich array of talents and perspectives that equal employment and diversity can offer our institution. As an affirmative action/equal opportunity employer, UCHHealth is committed to making all employment decisions based on valid requirements. No applicant shall be discriminated against in any terms, conditions or privileges of employment or otherwise be discriminated against because of the individual's race, creed, color, religion, gender, national origin or ancestry, age, mental or physical disability, sexual orientation, gender identity, transgender status, genetic information or veteran status. UCHHealth does not discriminate against any "qualified applicant with a disability" as defined under the Americans with Disabilities Act and will make reasonable accommodations, when they do not impose an undue hardship on the organization.

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