

## **PROGRAM MANAGER – Transplant and Cellular Therapy**

**Location: Aurora St. Luke's Medical Center | Milwaukee, WI\***

**WHO WE ARE:** Advocate Health is the nation's third largest, nonprofit healthcare enterprise. In December of 2022, four mission driven health systems came together to do more, be better, and go faster to provide equitable care for all in North Carolina, South Carolina, Alabama, Georgia, Illinois, and Wisconsin:

- Ø Atrium Health
- Ø Advocate Health Care
- Ø Aurora Health Care
- Ø Wake Forest University School of Medicine

Together, we operate 68 hospitals and over 1K ambulatory centers. We support the careers of 155K team members, 42K nurses, 21K physicians who care for 6M patients annually. Our combined \$6B in community benefits enables us to foster healthier communities.

Come explore the enterprise whose accolades include: "Top Work Places", "Top 100 Hospitals", "Best Hospitals for Maternity Care", "Top Diversity Organization", "Best Places to work for Women and Diverse Managers", and "System for Change Award".

**Location: Aurora St. Luke's Medical Center, Milwaukee, WI 53215\***

### **OUR TCT PROGRAM:**

- FACT accredited
- Includes autologous, allogeneic, and CAR-T-cell transplants
- Approved for commercial CAR T-cell therapy since August, 2020.
- One of the 10% of US transplant programs that is outside of an academic medical center
- Dedicated inpatient TCT unit
- The longest running dedicated TCT program in Wisconsin.
- We use TCT to treat Hodgkin's lymphoma, non-Hodgkin's lymphoma, acute leukemia, multiple myeloma, ovarian cancer, testicular cancer, breast cancer, germ cell cancer and other solid tumors.

### **SUMMARY OF RESPONSIBILITIES:**

- Administers all aspects of the Transplant and Cellular Therapy (TCT) Program in accordance with certification requirements by the Foundation for Accreditation of Cellular Therapy (FACT), FDA, and other regulatory agencies. Includes administration or requirements in the outpatient, inpatient, infusion, lab and apheresis settings.
- Partners with other hospital leaders and teams in these areas to ensure compliance to regulatory standards.
- Oversees the creation, review, approval, and implementation of all quality management policies and procedures.
- Ensures that all quality management policy procedures follow FACT standards and all applicable state and government laws and regulations prior to implementation.

- Oversees periodic reviews and audits of clinical program activities to ensure continued compliance with all written SOPs and policies.
- Manages federally mandated data reporting to the Center for International Blood and Marrow Transplant Research (CIBMTR) and the National Marrow Donor Program (NMDP).
- Ensures all reporting deadlines are met.
- Oversees and assists TCT clinical teams to submit required IRB and Advocate Health clinical research submissions and approvals.
- Oversees the TCT financial team in the development of managed care contracts with third party payors.
- Oversees the preparation and annual reporting of programmatic data to third party payors to maintain contracts.
- Maintains Universal Procedure of Interactions (UPOIs) with contracted donor centers to maintain recognition as an NMDP Apheresis and Marrow Collection center.
- Manages all stem cell collections via apheresis and marrow harvest.
- Meets quarterly with NMDP leaders to review product data to ensure we are providing the highest quality product and discuss strategies for improvement.
- Responsible for human resources duties, including recruiting new employees, promotions, staff professional development, performance evaluations, compensation, resolution of employee concerns, corrective disciplinary actions, terminations, and overall employee morale.
- Develops and recommends operating and capital budgets and controls expenditures within approved budget objectives.
- Responsible for understanding and adhering to Advocate Health's Code of Ethical Conduct, and ensured personal actions, and the actions of employees supervised, comply with the policies, regulations, and laws applicable to the organization's business.

#### **EDUCATION REQUIREMENTS:**

- Master's degree, Healthcare Administration, Business Administration, Nursing or related field
- Bachelor of Science in Nursing (BSN)

#### **LICENSURE, REGISTRATION, AND/OR CERTIFICATION REQUIREMENTS:**

- Registered Nurse, license issued by the state in which the team member practices;
- Basic Life Support (BLS) for Healthcare Providers certification issued by the American Heart Association (AHA) needs to be obtained within 6 months of hire; and,
- OCN preferred

#### **EXPERIENCE REQUIREMENTS:**

- Typically requires 3 years of leadership experience
- Typically requires 4 years of progressive experience in a TCT or similar program

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS:**

- Knowledge of processes for regulatory accreditation, inspection of TCT programs or similar
- Excellent communication and interpersonal skills to include the ability to negotiate and resolve conflicts and build teams
- Ability to operate in high-pressure situations and work with interdisciplinary clinical teams – e.g. inpatient nursing, outpatient operations, revenue cycle, etc.
- TCT clinic physicians, Advance practice Clinicians, Hospitalists, staff, cellular processing lab, and hospital leadership in the administration of the TCT program
- Ability to communicate with industry and regulatory representatives about survey accreditation audit compliance to standards
- Excellent organizational skills
- Ability to work collaboratively across Advocate Health entities and disciplines.
- Demonstrated commitment to patient- and family centered care

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

- May be exposed to cytotoxic and hazardous waste as well as blood and body fluids and communicable disease. Therefore, protective clothing and equipment must be worn as necessary.
- Must be able to:
  - lift up to 50 lbs from floor to waist.
  - lift up to 20 lbs over the head.
  - carry up to 40 lbs a reasonable distance.
  - push/pull with 30 lbs of force.
  - perform a sliding transfer of 150 lbs with a second person present.
- Must have functional speech, vision, hearing, and touch with ability to use fine hand manipulation skills for IV insertion and other procedures/functions.
- Operates all equipment necessary to perform the job.

*This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be required to perform other related duties.*

Taking care of our team members and leaders is a top priority. We strive to develop and maintain an inclusive culture where everyone feels welcome, valued, and thrives. Supporting careers and professional development is one facet of caring for our leaders through structured leadership onboarding, enhanced tuition reimbursement, progressive developmental programs, succession planning and mentoring performance excellence. Competitive compensation, eligible annual incentive plans and comprehensive health care packages are top of mind to care for your financial health and well-being. If needed, our comprehensive relocation package helps get you here.

*\*Comprehensive relocation assistance available for any hired candidate that resides more than 50 miles from the worksite.*

**TO APPLY:**

<https://careers.aah.org/job/20345770/manager-oncology-services-malignant-hem-transplant-program-wauwatosa-wi/>

**FOR MORE INFORMATION:**

Chiara Sanders, PHR (she/her)

[chiara.sanders@aaah.org](mailto:chiara.sanders@aaah.org)