

UW HEALTH JOB DESCRIPTION

RN Pediatric Oncology Coordinator

Job Code: 800059	FLSA Status: Exempt	Mgt. Approval: K. Blotz	Date: February 2024
Department: Clinics – Pediatric Specialties		HR Approval: J. McCoy	Date: February 2024

JOB SUMMARY

The RN Pediatric Oncology Coordinator is an experienced Registered Nurse who is accountable for the effective management and delivery of care for oncology patients and families across treatment locations at American Family Children's Hospital and UW Health. The RN Pediatric Oncology Coordinator works in collaboration with physicians, providers (NPs and PAs), registered nurses, pharmacists, study coordinators, clinic management, Beacon protocol informaticists, and Information Services to plan, implement, and evaluate a well-coordinated, multidisciplinary program of care for patients and their families.

Principal responsibilities include leading oncology platform education for clinical staff, coordinating chemotherapy operations, establishing and maintaining clinical standards of care, and maintaining compliance with all policies, procedures, and regulations. The role establishes quality improvement efforts to support the delivery of patient and family focused care and knowledge-based decision-making as the framework for superior delivery of care. The Pediatric Oncology Coordinator facilitates communication, coordination, and collaboration among disciplines regarding the identification, planning, and provision of high quality, cost-effective care. The Pediatric Oncology Coordinator is a resource within the institution for pediatric oncology care.

MAJOR RESPONSIBILITIES

Resource Management:

- Collaborates with adult and pediatric oncology team members to optimize Beacon application for the organization.
- Collaborates with interdisciplinary team for initial testing, analysis, and acceptance or rejection of new Health Link oncology functionality.
- Manages and maintains an accurate Beacon protocol library, including coordination of all new core and patient specific regimens, triennial review, and amendment review.
- Serves as primary nursing reviewer of all pediatric Beacon protocols; ensures accurate patient tracking and protocol interpretation to identify partial build needs.
- Develops treatment roadmaps to ensure chemotherapy practices align with institutional policy.
- Develops and facilitates implementation of oncology-specific charting tools that support best practice and provide metrics to assess program performance.
- Analyzes and interprets drug procurement needs in collaboration with Pharmacy to manage patient therapy through drug shortages, allocation limitations, and patient specific demands.
- Evaluates daily chemotherapy operations for Pediatric Cancer and Blood Disorders patients.
- Participates in the ongoing assessment of regulatory standards to meet state and national agency accreditation.
- Collaborates with physician and program leaders to collect, review, and validate program data for annual US News & World Report survey submission.

Clinical Practice:

- Collaborates with team members to identify and institute quality improvement efforts that support the delivery of knowledge-based and family-focused patient care.
- Develops, provides, and evaluates Beacon orientation for all program clinical staff. Participates in assuring the availability of appropriate continuing education.
- Analyzes and interprets data to improve patient care coordination and safety by leveraging workflows that support best practice and maximize Health Link functionality.
- Facilitate development of streamlined clinical workflows, incorporating technology and evidence-based standards of care as new treatment modalities are offered.

Education:

- Creates an environment in which staff learning is supported and stimulated.
- Acts as a consultant and clinical resource to clinical staff through provision of patient care and coordination of care.
- Interprets and supports the philosophy, objectives, policies, and procedures which guide staff, patients, and the public.
- Serves as a resource to staff in other areas as it relates to Pediatric Oncology.
- Supports and/or participates in research programs approved by UW Health and the University.
- Collaborates with team members to help design, implement, and evaluate the education of changes in workflow.
- Collaborates with nursing colleagues to develop oncology education programs for ongoing education of clinical staff.

UW HEALTH JOB DESCRIPTION

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in Nursing (BSN)
	Preferred	Master's degree in Nursing (MSN) or related field
Work Experience	Minimum	Three (3) years of nursing care experience
	Preferred	One (1) year of oncology nursing experience Progressive leadership experience
Licenses & Certifications	Minimum	Registered Nurse licensed in the state of Wisconsin
	Preferred	Certification in Oncology or Bone Marrow Transplant
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Ability to develop integrated operational oncology workflows • Ability to become an expert user of Health Link, Beacon application • Excellent interpersonal communication, problem solving, and conflict resolution skills • Strong analytical decision-making skills necessary to quickly assess and resolve complex logistical, technical, and patient care-related problems/issues • High emotional intelligence as evidenced by the ability to evaluate/perceive a situation from multiple lenses and understand various perspectives in coming to problem resolution • Ability to organize and coordinate complex clinical activities • Knowledge of and familiarity with word processing, data management, and electronic communication • Knowledge and skills in quality improvement methodologies • Ability to build collaborative relationships with healthcare professionals across settings • Knowledge of adult learning principles • Strong oral and visual presentation skills

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)		Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
<input checked="" type="checkbox"/>	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling	Negligible or constant push/pull of items of negligible weight

UW HEALTH JOB DESCRIPTION

	significant degree.		of arm/leg controls	
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.