

## UW HEALTH JOB DESCRIPTION

### Interventional Pulmonary Coordinator - Amb

Job Code: 610014	FLSA Status: Non-Exempt	Mgt. Approval: Rudy Jackson	Date: July 2022
Department: Clinics - Pulmonary		HR Approval: Jenny Derks	Date: July 2022

#### JOB SUMMARY

The Interventional Pulmonary Coordinator is responsible for coordination of the evaluation and management of pulmonary patients being seen for lung cancer as well as patients with other complex medical needs requiring advanced bronchoscopy procedures. The incumbent is responsible for coordinating patient care across multiple areas – the outpatient clinic, the Ambulatory Procedure Center and inpatient/outpatient OR, and the community – in order to provide continuity of patient care across settings.

These patients and their families, though concentrated within three to four hours of driving distance from UW Health, reside in all parts of the state of Wisconsin and United States.

Problems encountered have a significant level of complexity due to both clinical and logistical issues. Most problems can be resolved by referring to subject matter experts, Interventional Pulmonary MDs or Nurse Practitioners, or other references. A considerable amount of analysis and innovation is involved in problem solving and applying appropriate interventions and therapies to individual patients and patient problems. General supervision and direction is provided, but the Interventional Pulmonary Coordinator has wide latitude in decision making within department policies and principles.

A wide variety of internal and external relationships are involved in performance of the Interventional Pulmonary Coordinator's duties. In the clinical and procedural areas there are patients, families, nurses, pharmacists, social workers, and physicians from multiple departments including OR, APC, Oncology, Thoracic Surgery, etc. Outside the institution, there is ongoing involvement with community physicians, pharmacists, laboratory personnel, insurance company case managers, and medical directors.

The Interventional Pulmonary Coordinator must demonstrate competence and management in the care of people with advanced pulmonary diseases as well as other organ systems such as renal and hepatic failure, diabetes, cardiopulmonary disease, and hypertension. They must be experts in the management of drugs including a host of adverse reactions and drug interactions in preparation for procedures and ongoing care.

#### MAJOR RESPONSIBILITIES

**Clinical Skill:** The incumbent provides direct patient care, including education of patients and families regarding advanced pulmonary diseases, preparation for procedures, and follow up/coordination with other specialties. The incumbent performs their job demonstrating technical ability, understanding of job expectations, and compliance with organizational policies and procedures. The incumbent performs the following job responsibilities:

##### A. DIRECT PATIENT CARE

1. Evaluate patients referred for pulmonary procedures or lung cancers.
2. Prepare and analyze clinical data and collaborate with other medical personnel in preparation of patients and families for pulmonary procedures.
3. Educate patients and families regarding all aspects of disease process and preparation for procedures.
4. Communicate with third-party payers regarding issues of medical necessity and benefits coverage for their clients in the interventional pulmonary program.
5. Conduct in-hospital and post-discharge planning and education for interventional pulmonary and lung cancer patients.
6. Compile and review data for clinical management of interventional pulmonary patients.
7. Provide direct care to interventional pulmonary patients in the Interventional Pulmonary Clinic.
8. Provide for continuity of care between inpatient admissions, surgical/procedural areas, outlying facilities, and outpatient visits.
9. Collaborate with medical faculty, advance practice providers, other coordinators (oncology, cardiology and cardiothoracic surgery, transplant, etc.), nursing staff, and other health disciplines to facilitate meeting patient and family needs.
10. Coordinate preparations for any necessary surgical or interventional procedures, including but not limited to bronchoscopy and advanced bronchoscopy procedures, tracheal stent placement, thoracoscopy and Pleurx/drain placement, bronchial thermoplasty, and photodynamic therapy.
11. Provide telephone consultation and follow-up to support patients and their families. This requires the ability to recognize patient problems and symptoms, apply appropriate medical interventions and protocols, and interpret these to community physicians and health professionals involved in the care of the patient.
12. Coordinate information management systems and processes to assure accurate and timely entry of data.

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13. Ensure that the patient and family demonstrate knowledge of health status, treatments, symptom management, skills, medications, and adaptive behaviors gained as a result of teaching interventions.
14. Establishes goals and strategies for meeting continuing care needs of patient, family and/or other care provider based on ongoing assessment. Involves the patient and family in planning.

### B. PROGRAM DEVELOPMENT

1. Collaborate in the development of protocols and guidelines for patient management.
2. Develop, implement, and evaluate comprehensive patient education programs.
3. Participate in the development and execution of quality assurance programs and projects.
4. Assure that the Interventional Pulmonary program remains in compliance with The Joint Commission and other government agency guidelines.

### C. RESEARCH

1. Support planning of and participate in clinical research projects.
2. Collect and analyze data for ongoing clinical research projects.
3. Incorporate research findings into the Interventional Pulmonary practice.

### D. PROFESSIONAL DEVELOPMENT/EFFECTIVENESS

1. Maintain knowledge of current practices in interventional pulmonary and advanced pulmonary disease management, nursing, and healthcare.
2. Identify professional strengths and areas for growth and demonstrate professional development in formal and informal learning experiences.
3. Participate in professional organizations in the area of interventional pulmonary and advanced pulmonary disease management, including nursing and other areas of professional interest.
4. Participate in local, regional, and national conferences on interventional pulmonary management.

### E. EDUCATION

1. Participate in teaching activities at UW Health for physicians, nurses, allied health professionals, and for students in those disciplines.
2. Develop and present information to professional and community groups regarding interventional pulmonary disease management.
3. Participate in the development of marketing information regarding interventional pulmonary disease management.

### F. CONSULTATION

1. Provide consultation to UW Medical Faculty, other physicians, nurses, and other health care professionals who provide health care to interventional pulmonary patients.
2. Provide patient status reports to community and referring physicians.
3. Compile information and data for Centers for Excellence applications.

**All duties and requirements must be performed consistent with the UW Health Organizational Performance Standards.**

## JOB REQUIREMENTS

Education	Minimum	Bachelor of Science in Nursing (BSN) Degree
	Preferred	Masters in Nursing (MSN) Degree
Work Experience	Minimum	Six (6) months of recent Pulmonary experience
	Preferred	Three (3) years of recent Pulmonary experience Two (2) years of Interventional Pulmonary experience Progressive nursing experience with demonstrated success
Licenses & Certifications	Minimum	Licensed as Registered Nurse in State of Wisconsin BLS certification

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	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Knowledge regarding quality improvement and standards of care within practice area</li> <li>• Excellent communication skills required</li> <li>• Organizational skill is paramount. In addition to independently planning and scheduling their own daily schedule, the Coordinator must be able to prioritize clinical issues and case manage a large number of patients in various stages of care, including patients awaiting interventional procedures or awaiting oncologic or other specialized care.</li> <li>• Knowledge of computer software is required to operate within the program's local area network – entering and obtaining information in patient problems lists, medication and lab profiles, and clinical and research databases</li> </ul>

### 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,

	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	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
<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, 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.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<input checked="" type="checkbox"/> <b>Light:</b> 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 significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
<b>Other</b> - list any other physical requirements or bona fide occupational qualifications not indicated above:			

**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.