UW HEALTH JOB DESCRIPTION

RN Cardiovascular Coordinator

Job Code: 610001  FLSA Status: Non-Exempt  Mgt. Approval: M. Francois  Date: 03.2019
Department: Cardiology  HR Approval: M. Buenger  Date: 03.2019

JOB SUMMARY

The RN Cardiovascular Coordinator is a registered nurse who is independently accountable for the effective management, coordination of care, and development of education for specific patient populations being evaluated for advanced cardiovascular disease, procedures and treatments. The Coordinator partners with the interventional cardiologists, heart failure team, cardiothoracic surgical team, electrophysiologists, advanced practice practitioners, and other clinical staff throughout UW Health, including internal or external inpatient and outpatient departments, local and regional healthcare facilities to coordinate patient care. In collaboration with the multidisciplinary team, the Coordinator delivers patient and family centered care that meets or exceeds the UW Health standards of quality care in the Heart, Vascular and Thoracic Service Line.

The RN Cardiovascular Coordinator has a strong knowledge base and nursing expertise in cardiovascular diseases and treatment modalities. After consulting with the multidisciplinary providers, the RN Cardiovascular Coordinator communicates with local and regional referring physician providers and clinical staff to ensure continuity of patient care.

MAJOR RESPONSIBILITIES

Program Coordination and Patient Care:
- Conduct interviews with patient, family and other health care agencies to obtain past medical records, social and medical history and to assess their understanding of the plan of care.
- Prepare and analyze pre-procedure clinical data and consult with multidisciplinary team.
- Educate patient and family regarding all aspects of disease management, diagnostic and interventional procedures.
- Develop nursing care plans to ensure standards of care are achieved.
- Proactively review patient schedules to ensure efficiency in clinical workflows, identify and resolve potential conflicts.
- Communicate and problem solve with multidisciplinary team to solve complex patient care issues.
- Ensure appropriate resources are available to support patient care and procedures.
- Assess patient’s benefit coverage and communicate with hospital personnel responsible for payment of procedures, treatments and issues of medical necessity.
- Educate patient and family of signs and symptoms that require a follow up telephone call or triage visit.
- Conduct and document patient consultation to problem solve with the multidisciplinary team ensuring quality follow up medical care and interventions are provided.
- Collaborate with medical faculty, nursing personnel and other health care agencies to facilitate patient and family needs.
- Assist with accurate data collection and analysis to support national registries, process improvement and quality initiatives.

Professional Development:
- Serve as a resource person to staff within UW Health, regional referring providers and clinical staff, the cardiovascular and electrophysiology laboratories, and inpatient and outpatient units.
- Participate in planning for seminars, conferences, symposiums or any educational event related to cardiovascular programs.
- Obtain advanced nursing certifications and specialty education to advance the care of the cardiovascular patient based on evidence-based practice.

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

JOB REQUIREMENTS

<table>
<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Preferred</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Bachelor of Science in Nursing (BSN)</td>
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<table>
<thead>
<tr>
<th>Work Experience</th>
<th>Minimum</th>
<th>Preferred</th>
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<tbody>
<tr>
<td></td>
<td>Three (3) years of nursing experience with emphasis on cardiovascular patient care.</td>
<td>Five (5) years of cardiovascular clinical knowledge. Five (5) years of experience in a multiple cardiovascular care setting.</td>
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<thead>
<tr>
<th>Licenses &amp; Certifications</th>
<th>Minimum</th>
<th>Preferred</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>• Registered Nurse, Licensed in the State of Wisconsin</td>
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</table>
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## Required Skills, Knowledge, and Abilities

- **Basic Life Support/CPR certification.**
- **Knowledge regarding quality improvement and standards of care within practice area.**
- **Experience in teaching patients and families.**
- **Excellent organizational, multi-tasking and communication skills. Ability to effectively collaborate with a multidisciplinary team.**
- **Ability to work independently.**
- **Demonstrate success with critical thinking and prioritization skills**
- **Demonstrate flexibility and time management skills to meet program and patient care needs in multiple settings.**
- **Demonstrate competence and ability to manage the care of patients with cardiovascular disease and other medical diseases.**
- **Computer skills and knowledge of Microsoft Office (Word, Excel, Power Point)**

## Preferred

- **ACLS certification and other relevant nursing certifications**

## 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)
- Toddlers (1 – 3 years)
- Preschool (4 – 5 years)
- School Age (6 – 12 years)
- Adolescent (13 – 19 years)
- Young Adult (20 – 40 years)
- Middle Adult (41 – 65 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.

<table>
<thead>
<tr>
<th>Physical Demand Level</th>
<th>Occasional Up to 33% of the time</th>
<th>Frequent 34%-66% of the time</th>
<th>Constant 67%-100% of the time</th>
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</thead>
<tbody>
<tr>
<td><strong>Sedentary:</strong> 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.</td>
<td>Up to 10#</td>
<td>Negligible</td>
<td>Negligible</td>
</tr>
<tr>
<td><strong>Light:</strong> 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.</td>
<td>Up to 20#</td>
<td>Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls</td>
<td>Negligible or constant push/pull of items of negligible weight</td>
</tr>
<tr>
<td><strong>Medium:</strong> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.</td>
<td>20-50#</td>
<td>10-25#</td>
<td>Negligible-10#</td>
</tr>
<tr>
<td><strong>Heavy:</strong> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.</td>
<td>50-100#</td>
<td>25-50#</td>
<td>10-20#</td>
</tr>
<tr>
<td><strong>Very Heavy:</strong> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.</td>
<td>Over 100#</td>
<td>Over 50#</td>
<td>Over 20#</td>
</tr>
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List any other physical requirements or bona fide occupational qualifications:

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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.