

UW HEALTH JOB DESCRIPTION

RN Fetal Care Coordinator

Job Code: 800078	FLSA Status: Non-Exempt	Mgt. Approval: R. Brown	Date: November 2019
Department: Clinics – Peds Specialties		HR Approval: J. Olson	Date: November 2019

JOB SUMMARY

The RN Fetal Care Coordinator is a registered nurse who is accountable for the effective management and delivery of care for patients and families in the UnityPoint-Meriter Obstetric Clinic, AFCH Pediatric Cardiology Clinics, Diagnostic Therapy Center, AFCH OR, and inpatient units. The RN Fetal Care Coordinator works in collaboration with Pediatric Cardiology Providers, Adult Obstetricians, Nurse Practitioners, Study Coordinators, Pharmacists, Registered Nurses, Medical Assistants, Clinic Management, Healthlink Analysts, Administrative Supervisors, and patient scheduling staff to plan, direct, and evaluate the care provided to patients and their families.

The RN Fetal Care Coordinator will be responsible for coordinating care for children diagnosed in-utero with heart anomalies and whom require continuous support from birth through adolescence. This position will help guide the maternal support to families of infants identified with fetal cardiac concerns. This position involves the coordination of services between providers within the UW Health – UnityPoint-Meriter system as well as referring providers outside of the system. Coordination includes activities such as planning follow-up echocardiograms, cardiac catheters, and stress tests and collaborating with the Cardiothoracic surgery team. This coordination involves infants post-delivery through childhood and into young adulthood.

The RN Fetal Care Coordinator has daily responsibility for documentation, cataloging, training, and support of fetal care workflows. The Coordinator will serve as an expert resource on appropriate workflows and use of the electronic medical record in Cardiology. The Coordinator, working with the collaborative team, will analyze and interpret data to help design the best workflows. He/she will support the efficient functioning of the Cardiology areas by developing systems to ensure care is coordinated and delivered in an efficient and effective manner.

MAJOR RESPONSIBILITIES

- Provides program-specific orientation for all clinical staff and helps to assure the availability of appropriate continuing education.
- Analyzes and interprets data to develop best practice of patient care workflows.
- Collaborates with team and interfaces with patients and families on research protocols as appropriate.
- Collaborates with the electronic medical record super-user to optimize all modules and views that are relevant to fetal care patients.
- Collaborates with the electronic medical record super-user for initial testing, analysis, and acceptance or rejection of new functionality.
- Develops, maintains, and evaluates patient care standards for the Pediatric Cardiology care areas.
- Promotes quality improvement to meet regulatory standards and best practices for the Pediatric Cardiology care program.
- Acts as a consultant and clinical resource to clinical staff through provision of patient care and coordination of care.
- Supports and/or participates in research programs approved by the hospital and the university.
- Collaborates with team members to help design, implement, and evaluate the education of changes in workflow.

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

JOB REQUIREMENTS

Education	Minimum	Graduate of school of nursing
	Preferred	Bachelor of Nursing degree (BSN)
Work Experience	Minimum	Two (2) years of nursing care experience
	Preferred	Two (2) years of ambulatory nursing experience in Cardiology care
Licenses & Certifications	Minimum	Registered Nurse license in the State of Wisconsin CPR/BLS certification
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Ability to develop integrated operational Fetal Concerns/Pediatric Cardiology workflows • Excellent interpersonal skills • Able to communicate effectively with members of the healthcare team

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- Ability to organize and coordinate complex clinical activities
- Ability to become expert user of the electronic medical record

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,

X	Infants (Birth – 11 months)	X	Adolescent (13– 19 years)
X	Toddlers (1– 3 years)	x	Young Adult (20 – 40 years)
X	Preschool (4 – 5 years)	x	Middle Adult (41 – 65 years)
X	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
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 significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
X	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#
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.