UW HEALTH JOB DESCRIPTION

STROKE PROGRAM COORDINATOR

Job Code: 800031  FLSA Status: Exempt  Mgt. Approval: T Abitz  Date: 7-18
Department: 9328 Nursing Admin-Surgical  HR Approval: M Buenger  Date: 7-18

JOB SUMMARY

The Stroke Program Coordinator is fundamental to the development, implementation, and evaluation of the stroke program directed towards the provision of quality services for patients who are experiencing stroke from a multi-disciplinary perspective throughout the continuum of care. This individual works collaboratively with the Stroke Program Medical and Surgical Directors in a mutually supportive relationship which is essential to the success of the program.

The Stroke Program Coordinator is an expert nurse who provides leadership for the organization of services and systems necessary for a collaborative approach to stroke care. The Stroke Program Coordinator will assume the day-to-day responsibilities of process and performance improvement activities as they relate to nursing, and ancillary personnel and assist in carrying out the same functions for all staff.

The Stroke Program Coordinator plans, implements and evaluates clinical programs to achieve high quality, patient-focused outcomes which advance patient and family care and nursing practice in stroke care.

The Stroke Program Coordinator is responsible for the Stroke Program development, quality assessment, improvement and inter/intra disciplinary communications.

The Stroke Program Coordinator will work collaboratively with all hospital and clinic personnel on shared system and performance improvement projects.

MAJOR RESPONSIBILITIES

The position responsibilities listed below are in priority order.

Program Management Responsibilities

- Develops and establishes operational and strategic goals and objectives consistent with the American Heart and Stroke Association, The Joint Commission for Accreditation, and UW Health including Performance Improvement and a Patient Safety program.
- Coordinates the development, implementation, review, and revision of Stroke Program standards, policies, procedures, and protocols.
- Incorporates knowledge of AHA Guidelines as well as emerging science and evidence based practice into Stroke program standards.
- Participates in Acute Stroke Code activations when available to ensure protocols are followed.
- Assists in coordination of the Telestroke Program.
- Leads and participates in performance improvement processes.

Administrative Responsibilities

- Assists in the development of annual budgets and capital equipment requests.
- Monitors the Operational Efficiency of the Stroke Program.
- Promotes marketing efforts for the Stroke Program to internal and external audiences that will support the Program image to the community.

Education Responsibilities

- Develop and deliver acute stroke continuing education programs. Plans, coordinates and evaluates Stroke education for nursing, residents and providers related to the care and management of a stroke a patient in collaboration with Stroke Program Directors.
- Provides stroke related education to internal and external audiences, including planning and participating in educational programs targeting hospital personnel, EMS providers in the local and regional communities.
- Participate in educational opportunities appropriate to professional goals.

Research Responsibilities

- Remains current in research related to the stroke patient populations and stroke systems of care.
- Interprets and applies current research into clinical practice.
- Participates in Comprehensive Stroke Center research
- Participates in the development, implementation, and analysis of research projects and communicate findings through presentations and publications.

Committee Responsibilities

- Chairs relevant Stroke Program Committees related to quality improvement and regulatory adherence.
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**Clinical Responsibilities**
- Actively participates on internal, local, regional, and national advisory groups to work to advance the science of care for the person experiencing stroke.
- Supports delivery of evidence-based acute stroke assessment and management.
- Provides expert nursing consultation and practice oversight.
- Manages critical pathway time frames. Evaluates patient outcomes and identifies and intervenes on variances.
- Create and implement delivery models for the transitions of complex patients between multiple specialty and primary care providers and between healthcare settings and home.

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

### JOB REQUIREMENTS

<table>
<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Preferred</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1. Masters of Science in Nursing</td>
<td>1. Doctor of Nursing Practice</td>
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<thead>
<tr>
<th>Work Experience</th>
<th>Minimum</th>
<th>Preferred</th>
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<tbody>
<tr>
<td></td>
<td>1. Three (3) years of relevant experience with stroke care.</td>
<td>1. Additional Intensive Care Unit experience</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>1. RN, Licensed in State of Wisconsin</td>
<td>1. Certification in ACLS, CCRN, CNRN, SCRN</td>
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<tr>
<td></td>
<td>2. Certified Advanced Practice Registered Nurse (APRN).</td>
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### Required Skills, Knowledge, and Abilities
- Experience in program development and coordination within a complex organization.
- Evidence of expertise in developing patient and staff education materials as well as in providing education to individuals and groups.
- Excellent interpersonal communication, problem solving, and conflict resolution skills.
- Evidence of ability to function with a high degree of independence while actively collaborating with health care members providing care for highly complex patients.
- Experience with data management systems.
- Clinical experience in working with patients who have experienced stroke preferred.

### 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</th>
<th>Frequent</th>
<th>Constant</th>
</tr>
</thead>
<tbody>
<tr>
<td>x 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.</td>
<td>Up to 10#</td>
<td>Negligible</td>
<td>Negligible</td>
</tr>
<tr>
<td>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</td>
<td>Up to 20#</td>
<td>Up to 10# or requires significant walking or standing, or requires</td>
<td>Negligible or constant push/pull of</td>
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<tr>
<td>Weight Category</td>
<td>Description</td>
<td>10-25#</td>
<td>20-50#</td>
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<tr>
<td>Medium</td>
<td>Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.</td>
<td></td>
<td>20-50#</td>
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<tr>
<td>Heavy</td>
<td>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>
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<tr>
<td>Very Heavy</td>
<td>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>
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**Other** - 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.