# UW HEALTH JOB DESCRIPTION

## STRUCTURE HEART COORDINATOR

<table>
<thead>
<tr>
<th>Job Code: 610003</th>
<th>FLSA Status: Exempt</th>
<th>Mgt. Approval: H Studier</th>
<th>Date: May 2021</th>
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</thead>
<tbody>
<tr>
<td>Department: 14910 Cardiovascular Lab</td>
<td>HR Approval: J Theisen</td>
<td>Date: May 2021</td>
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## JOB SUMMARY

The Structural Heart Coordinator for the UW Health Structural Heart program is a registered nurse independently accountable for the effective management and coordination of care of patients primarily being evaluated for structural heart procedures. The Structural Heart Coordinator will partner with the interventional cardiologists, cardiothoracic surgical team, and clinical staff of multiple departments, both inpatient and outpatient within UW Health and external local and regional healthcare facilities to coordinate the care of cardiovascular patients who are being evaluated and selected for structural heart procedures through their pre and post-procedure care.

The Structural Heart Coordinator works in collaboration with a multidisciplinary team to plan, direct, and evaluate the care provided to patients and their families. This coordinator is a front-line nurse leader with excellent leadership, communication and interpersonal skills. The coordinator possesses expert clinical knowledge, which is applied to systematically and continuously collect and assess data in collaboration with the multidisciplinary team and the ACC-NCDR Data Coordinator to provide and improve quality patient outcomes for the patient and UW Health Structural Heart program. The Structural Heart Coordinator demonstrates a high level of emotional intelligence and transformational leadership skills.

The Structural Heart Coordinator has a strong knowledge base of cardiovascular care and valvular heart disease. The coordinator acts with and as a physician liaison to local and regional referring physician providers and clinical staff. In collaboration with the Medical and Surgical Directors and physician team, the coordinator participates in local and regional presentations, educational presentations. He/she evaluates current clinical practices of referring providers and staff and provides education to ensure research based best clinical practice is delivered to patients. The Structural Heart Coordinator provides leadership as a member of the multidisciplinary team collaborating in the development, execution and evaluation of the structural heart program. This coordinator takes on the primary role for coordinating the agenda for and leading the weekly Structural Heart patient evaluation meetings with the multidisciplinary team of physicians and APPs. The Structural Heart Coordinator communicates routinely with the medical and surgical staff and/or other health team members to establish goals and strategies for meeting the continuing care needs of the patient, family, and/or other care providers. The coordinator communicates professionally and effectively with the faculty and staff in planning for programmatic changes using tact, discretion and diplomacy; is skilled in problem solving techniques, conflict resolution and team building development, and provides feedback to team members appropriately. He/she analyzes and resolves problems that fall outside of the domain of the nurse clinician concerning patient care and independently interfaces with other departments and care providers both within UW Health and externally in the local and regional healthcare market.

The Structural Heart Coordinator maintains knowledge of evidenced based research findings and incorporates appropriately into their practice. The coordinator demonstrates leadership in alignment with the mission, vision, values, and strategic goals of the organization. He/she demonstrates leadership in improving organizational performance activities and actively works to apply best clinical practice guidelines and achieve positive patient quality outcomes. The coordinator maintains expert clinical knowledge and advanced certifications in nursing practice with a special focus on valvular heart disease and assumes responsibility for the professional development of self and other clinical staff and serves as a role model and clinical resource for other nursing personnel and health team members.

The Structural Heart Coordinator is detail oriented, must have the ability to multitask, and direct the multidisciplinary team in order to ensure exceptional quality care and service. The coordinator must also have excellent communication skills, both verbal and written. In addition, the incumbent must have experience with Excel, PowerPoint, Word and other computer programs.

## MAJOR RESPONSIBILITIES

1. The Structural Heart Coordinator provides care coordination to patients who have valvular heart disease. The coordinator requires advanced nursing knowledge and skills to ensure patient safety and optimal clinical outcomes. Clinical services are provided in Radiology, Non-Invasive Cardiology Lab, Invasive Cardiovascular Lab, outpatient clinic and inpatient units at UW Health. Through partnerships with staff in these settings, he/she systematically and continuously collects and accesses data in collaboration with the multidisciplinary team to provide therapeutic care of the patient and family.

   - Integrates the principles and philosophy of the professional nursing care delivery system into practice.
   - Serves as a role model to other nursing personnel in the care of patients by demonstrating effective direct patient care, leadership and professional behavior.
   - Reviews patient data on a daily basis and provides informational communication to the multidisciplinary team.
   - Provides coordination of care and patient education to patients/families, ensuring continuity of care.
   - Maintains an in-depth database by assessing the behavioral and physiologic status of the patient utilizing interview, observation, physical examination, and other available data.
   - Ensures accurate and timely entry of data.
   - Integrates nursing interventions into the multidisciplinary plan of care, incorporating appropriate standards of care and practice to promote optimal patient outcomes. Effectively communicates with the multidisciplinary team to solve complex patient care issues.
   - Identifies learning needs of patients/families and provides individualized and comprehensive teaching, specifically focusing on the
2. Collaborates with the patient, family and health care providers in managing patient care. The coordinator considers factors related to safety, effectiveness, knowledge and skill, and cost in planning and delivering care.

- Under limited supervision coordinates patient care within a broad range of health care needs.
- Coordinates safe, competent and efficient care to patients within policies, procedures and standards across a variety of populations and complexity of situations.
- Foresees potential problems and adapts priorities and plans independently and without outside direction.
- Knowledgeable of valvular cardiac disease.
- Acts as a clinical and operational leader. Contributes to and supports the effective management of the structural heart programs.
- Utilizes the results of the TVT Registry to review outcomes and guide quality improvement initiatives.
- Promotes open and effective communication among the Radiology, Non-Invasive Cardiology Lab, Invasive Cardiovascular Lab, OR, outpatient HVC clinic and inpatient nursing unit.
- Is responsible for a safe and therapeutic environment for patients, visitors and staff.
- Helps in the development and implementation of an ongoing process for problem-solving that includes input from department faculty and appropriate hospital departments.
- Acts to facilitate cost control measures in use of resources.
- Helps in the development and implementation of efficient systems to enhance patient satisfaction and provider productivity.

3. Serves as a role model, demonstrating effective patient and family care, leadership and professional behavior.

- Acts as a consultant and clinical resource to clinical staff through coordination of care.
- Coordinates performance of the structural heart multidisciplinary teams, coordinates weekly team meetings and/or subcommittees convened to address specific issues or problems.
- Supports patient advocacy, the patient's Bill of Rights and UW Health Service Standards.
- Develops, maintains and evaluates patient care standards for the ongoing monitoring of patients with valvular heart disease.
- Identifies recurring clinical practice issues and contributes to the development of specific plans to address identified issues.
- Demonstrates knowledge of research findings related to clinical specialty.

4. Leads the Structural Heart programs both internally at UW Health and externally with local and regional providers and the community.

- Develops appropriate written patient and provider education materials related to structural heart procedures.
- Serves as a resource person to staff within UW Health, regional referring providers and clinical staff, the Cardiovascular Laboratories, and inpatient and outpatient units as appropriate.
- Creates an environment in which staff learning is supported and stimulated.
- Interprets and supports the philosophy, objectives, policies and procedures which guide personnel, patients and the public.
- Participates in patient, family and staff teaching.
- Meets personal continuing education and developmental needs.
- Supports and/or participates in research programs approved by the UW Health and the University.
- Participates in planning for seminars, conferences, symposiums or any educational events related to structural heart programs.
- Participates in meetings with referring providers regarding UW Health structural heart programs. Some meetings may occur after normal business hours which require flexibility of the coordinator’s schedule.

5. The registered nurse acquires and maintains current knowledge in nursing practice and assumes responsibility of the professional development of self, other nursing staff, and students.

- Evaluates own performance and that of peers and other nursing staff in relation to standards.
- Demonstrates an awareness of elements in own performance needing further development and seeks opportunities to improve.

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

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<tr>
<th>JOB REQUIREMENTS</th>
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<tbody>
<tr>
<td><strong>Education</strong></td>
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<td><strong>Work Experience</strong></td>
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<tr>
<td><strong>Licenses &amp; Certifications</strong></td>
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**UW HEALTH JOB DESCRIPTION**

**Required Skills, Knowledge, and Abilities**
- Knowledge regarding quality improvement and standards of care within practice area.
- Experience in teaching patients and families.
- Excellent organizational and communication skills. Ability to effectively collaborate with a multidisciplinary team.
- Able to travel to local and regional referral sites to promote UWHC Structural Heart Program.

**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) | Adolescent (13 – 19 years) |
| Toddlers (1 – 3 years) | Young Adult (20 – 40 years) |
| Preschool (4 – 5 years) | Middle Adult (41 – 65 years) |
| 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.

<table>
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<tr>
<th>Physical Demand Level</th>
<th>Occasional</th>
<th>Frequent</th>
<th>Constant</th>
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<tr>
<td>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>
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<td>Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 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>
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<tr>
<td>Medium: 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>
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<td>Heavy: 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>Very Heavy: 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>
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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.