

UW HEALTH JOB DESCRIPTION

Thoracic Coordinator Ambulatory

Job Code: 610004

FLSA Status: Exempt

Mgt. Approval: M. Francois Date: 5-16

HR Approval: nnl Date: 07-16

JOB SUMMARY

The Thoracic Coordinator is responsible for coordination of the evaluation and management of thoracic surgery patients. He/she is responsible for coordinating patient care across multiple areas – outpatient clinics, inpatient unit and the community – in order to provide continuity of patient care across settings. The Thoracic Surgery Coordinator works in close collaboration with the members of the thoracic surgery team.

The Thoracic Surgery Coordinator is an active member of the interdisciplinary team and collaborates in the development, execution and evaluation of the interdisciplinary plan of care. He/she considers factors related to ethics, safety, effectiveness and cost in planning and delivering care.

The Thoracic Surgery Coordinator establishes goals and strategies for meeting the continuing care needs with thoracic surgery patients and family members.

The Thoracic Surgery Coordinator utilizes research findings and evidence based practice to further improve the program of care for the thoracic surgery patient population. He/she demonstrates knowledge of, leads and participates in improving organizational performance activities. The nurse coordinator acquires and maintains knowledge in thoracic surgery nursing practice and assumes responsibility for the professional development of self, other nursing staff and students.

The Thoracic Surgery Coordinator works with the interdisciplinary team to assure that systems of care are in place for patients to move across the continuum of care. This includes development of patient care order sets and systems that allow care to take place in an effective and efficient manner.

MAJOR RESPONSIBILITIES

CLINICAL PRACTICE AND LEADERSHIP

1. Participate in the evaluation of patients referred to thoracic surgery.
2. Prepare and analyze clinical data and collaborate with other medical personnel in preparation of patients and families for thoracic surgery services; obtain medical and social histories, order tests through delegation protocol.
3. Educate patients and families regarding all aspects of thoracic surgical care in relation to their thoracic condition.
4. Communicate with third-party payers regarding issues of medical necessity and benefits coverage for their clients in the thoracic surgery clinic.
5. Compose written procedure summaries as requested, clinic visit summaries and letters.
6. Conduct post-discharge planning and education for thoracic surgery patients and families, facilitate clinical management of thoracic surgery patients.
7. Provide direct care with patients in the thoracic surgery clinic.
8. Provide for continuity of care following evaluation for thoracic surgery and between inpatient admissions and outpatient visits.
9. Collaborate with medical faculty, medical staff, nursing personnel and other health disciplines to facilitate meeting patient and family needs.
10. 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 interpreting these to community physicians and health professionals involved in the care with the patient and family.

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 Thoracic Surgery 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. Participate in the development and implementation of research protocols and interpret the protocols for participation of

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patient and family members.

3. Collect and analyze data for ongoing clinical research projects.
4. Incorporate research findings into the Thoracic Surgery Program Practice.

D. PROFESSIONAL DEVELOPMENT / EFFECTIVENESS

1. Maintain knowledge of current practices in thoracic surgery, 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 thoracic surgery, nursing and other areas of professional interest.
4. Participate in local, regional and national conferences on thoracic surgery.

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 groups regarding thoracic surgery surgical care.
3. Develop and present information to community groups regarding thoracic surgery.
4. Participate in the development of marketing information regarding thoracic surgery.

F. CONSULTATION

1. Provide consultation to UW Medical Faculty, other physicians, nurses and other health care professionals who provide health care to thoracic surgery patients.
2. Provide status reports to third-party payors.
3. Provide patient status reports to community and referring physicians.
4. Compile information and data for UWHC Centers for Excellence applications.
5. Provide data for fiscal affairs and University Health Care, Inc.

PERFORMANCE MEASURES:

- Implements practice and delegation protocols competently and consistently.
- Establishes patient nursing care requirements relative to specific needs.
- Consistently and accurately documents all patient related activities.
- Documentation supports recommendations and actions.
- Documents in accordance with UWHC policies and procedures.
- Establishes goals and strategies for meeting discharge and/or continuing care needs of patient, family and/or other care provider based on admission and ongoing assessment. Involves the patient and family in planning.
- Ensures that patient and family demonstrate knowledge of health status, treatments, symptom management, skills, medications and adaptive behaviors gained as a result of teaching interventions.
- Safely and competently executes technical skills required for practice.
- Attendance at continuing education classes and/or conferences related to thoracic surgery patient care.

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

JOB REQUIREMENTS

Education	Minimum	Bachelor of Science in Nursing (BSN) Degree
	Preferred	
Work Experience	Minimum	2 years of recent clinical nursing experience
	Preferred	4 years of recent clinical nursing experience Progressive nursing experience with demonstrated success
Licenses & Certifications	Minimum	Licensed as Registered Nurse in State of Wisconsin CPR Certification
	Preferred	
Required Skills, Knowledge, and Abilities		<ol style="list-style-type: none"> 1. Knowledge regarding quality improvement and standards of care within practice area. 2. Excellent communication skills required 3. Ability to prioritize clinical issues and case manage a large number of patients within the

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- thoracic surgery department.
4. Knowledge of computer software is required to operate within the program's local area network – entering and obtaining information in the STS database, patient problems lists, medication and lab profiles and clinical research database.

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,

<input type="checkbox"/> Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	<input type="checkbox"/> Adolescent (13 – 19 years)
<input type="checkbox"/> Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	<input type="checkbox"/> Young Adult (20 – 40 years)
<input type="checkbox"/> Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	<input type="checkbox"/> Middle Adult (41 – 65 years)
<input type="checkbox"/> School Age (6 – 12 years)	<input checked="" type="checkbox"/>	<input type="checkbox"/> Older Adult (Over 65 years)

JOB FUNCTION

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
X 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
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#	Negligible-10#
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: