## UW HEALTH JOB DESCRIPTION

### TRANSPLANT COORDINATOR

- **Job Code:** 850004
- **FLSA Status:** Exempt
- **Mgt. Approval:** H. Jaeger
- **Date:** 2.2019
- **Department:** Organ Transplant/53100
- **HR Approval:** M. Buenger
- **Date:** 2.2019

### JOB SUMMARY

The Transplant Coordinator is responsible for coordination of the evaluation and preparation of patients for organ transplantation and long-term management of patients after transplant. The Coordinator is responsible for coordinating patient care across multiple areas – transplant office, the outpatient clinic, the inpatient nursing unit and the community – in order to provide continuity of patient care across settings.

These patients and their families, though concentrated within three to four hours of driving distance from UW Health, reside in all parts of the United States.

Problems encountered have a significant level of complexity due to both clinical and logistical issues. Most problems can be resolved by referring to subject matter experts, program director, or references. A considerable amount of analysis and innovation is involved in problem solving and applying appropriate interventions and therapies to individual patients and patient problems. General supervision and direction is provided, but the transplant coordinator has wide latitude in decision making within department policies and principles, most of which are unwritten.

A wide variety of internal and external relationships are involved in performance of the transplant coordinator’s duties. In the hospital, there are patients, families, nurses, pharmacists, social workers, and physicians (both faculty and house staff). Outside the institution, there is ongoing involvement with dialysis staff, community physicians, pharmacists, laboratory personnel, pharmaceutical representatives, insurance company case managers and medical directors.

Organizational skill is paramount. In addition to independently planning and scheduling his/her own daily schedule, the coordinator must be able to prioritize clinical issues and case manage a large number of patients in various stages of the transplant process including patients awaiting transplantation, inpatients at UW Health and long-term post-transplant patients.

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

The Transplant Coordinator must demonstrate competence and management in the care of people with renal and hepatic failure, diabetes, cardiopulmonary disease, hypertension, hyperlipidemia, and other disorders related to transplantation. They must be experts in the management of immunosuppression including a host of adverse reactions and drug interactions.

### MAJOR RESPONSIBILITIES

The incumbent performs the following **job responsibilities:**

**A. DIRECT PATIENT CARE**

1. Conduct pre-transplant interviews with prospective transplant patients and families. Interpret eligibility criteria for patients, families, physicians and outside agencies.
2. Prepare and analyze pre-transplant clinical data and collaborate with other medical personnel in preparation of patients and families for transplantation; obtain medical and social histories.
3. Coordinate pre-transplant preparations.
4. Educate patients and families regarding all aspects of transplantation.
5. Communicate with third-party payers regarding issues of medical necessity and benefits coverage for their clients undergoing transplantation.
6. Compose written transplant summaries, clinic visit and summaries and letters.
7. Conduct post-discharge planning and education for transplant patients.
8. Compile and review post-discharge data for clinical management of transplant patients.
9. Provide direct care to transplant patients in the Outpatient Transplant Clinic.
11. Collaborate with medical faculty, other transplant coordinators, nursing personnel and other health disciplines to facilitate meeting patient and family needs.
12. Select appropriate patients for organ transplantation based on UW Health Transplant Program and UNOS guidelines.
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13. 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 transplant protocols and interpreting these to community physicians and health professionals involved in the care of transplant patients.
15. Provide on-call service for items 12-14 on evenings, weekends and holidays when the transplant office and Clinic is closed.

B. 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 UW Health Organ Transplant Program remains in compliance with the National Organ Procurement and Transplant Network (OPTN), established by the Federal Government.

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 patient and family members.
3. Collect and analyze data for ongoing clinical research projects.
4. Incorporate research findings into the Organ Transplant Program Practice.

D. PROFESSIONAL DEVELOPMENT / EFFECTIVENESS

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

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 organ transplantation and organ donation.
3. Develop and present information to community groups regarding organ transplantation and organ donation.
4. Participate in the development of marketing information regarding organ transplantation and organ donation.

F. CONSULTATION

1. Provide consultation to UW Medical Faculty, other physicians, nurses and other health care professionals who provide health care to organ transplant 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 UW Health Centers for Excellence applications.
5. Provide data for fiscal affairs and University Health Care, Inc.

PERFORMANCE MEASURES:
- Implements practice protocols competently and consistently.
- Establishes patient nursing care requirements relative to specific needs.
- Consistent documentation has been recorded by the Transplant Coordinator.
- Documentation supports recommendations and actions.
- Documents in accordance with UW Health 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.
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- Patients post operative living arrangements are addressed to safely manage health care needs.
- 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 Transplant patient care.

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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<tr>
<td>Minimum</td>
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<tr>
<td>Preferred</td>
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</tbody>
</table>

| **Work Experience** |
| Minimum            | Two (2) years of clinical nursing experience Progressive Nursing experience with demonstrated success |
| Preferred          | Two (2) years of transplant or closely related nursing experience |

| **Licenses & Certifications** |
| Minimum                   | Registered Nurse licensed in the State of Wisconsin |
| Preferred                 | |

Required Skills, Knowledge, and Abilities

On-Call Responsibility: Occasional On-Call based on the needs of the department.

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) X
- Toddlers (1 – 3 years) X
- Preschool (4 – 5 years) X
- School Age (6 – 12 years) X
- 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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<tbody>
<tr>
<td><strong>Sedentary</strong></td>
<td>Up to 10#</td>
<td>Negligible</td>
<td>Negligible</td>
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<tr>
<td>Light:</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:</td>
<td>20-50#</td>
<td>10-25#</td>
<td>Negligible-10#</td>
</tr>
<tr>
<td>Heavy:</td>
<td>50-100#</td>
<td>25-50#</td>
<td>10-20#</td>
</tr>
<tr>
<td>Very Heavy:</td>
<td>Over 100#</td>
<td>Over 50#</td>
<td>Over 20#</td>
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<th>lifting and/or carrying objects weighing over 50 pounds.</th>
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<td>List any other physical requirements or bona fide</td>
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<tr>
<td>occupational qualifications:</td>
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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.