CURRENT TITLE: Nurse Coordinator
REPORTS TO: Physician
DEPARTMENT/CAMPUS: /IUPUI

SUMMARY: Serve as a liaison among the patients, their families and a multidisciplinary team of physician specialists committed to a comprehensive program of care for the patients in the (indicate patient program or subject population). Provide continuity of care as the patient progresses from diagnosis through indicated therapy. Collaborate and coordinate across health care disciplines to facilitate research-based patient care practices.

DUTIES AND RESPONSIBILITIES: Facilitate interdisciplinary collaboration and patient care planning for individual patients and sub-groups of patients within the (program or specific population). Assist in the development of patient care standards, policies, and procedures.

Manage telephone triage of patients/family concerns for complex cases with resolution of the problem.

Collaborate with assigned medical directors and medical staff for the provision of care for individual patients or sub-groups of patients.

Work with medical staff to implement new clinical procedures and protocols. Participate in relevant research activities as assigned by the Medical Director.

Coordinate and evaluate educational needs for specific program of care. Develop, review, update and provide patient/family educational tools for specific program of care.

Provide consultation to other health professionals and lay groups regarding care of patients within the specialized program of care. Consult with internal and external care providers or agencies to facilitate discharge planning and continuity of care.

Participate in interdisciplinary patient care conferences to review progress of patients. Consult with experts as needed to expand practice.

Provide the care needed of the patient population as described in all applicable standards.

Maintain clinical competence related to a specific patient population through the direct provision of patient care and through professional development.

Actively participate in Continuous Quality Improvement and Total Quality Management.

Demonstrate the knowledge and skills necessary to provide care appropriate to the age and developmental level of the patients served.

Participate in appropriate professional organizations. Collaborate with peers and experts on specific patient population locally, state, and/or nationally.

Perform other related duties incidental to the work described herein.

QUALIFICATIONS: Bachelor’s Degree in Nursing plus two years clinical nursing experience; or an Associate’s degree in Nursing plus six years clinical nursing experience. Current RN licensure also required. Master’s Degree in Nursing preferred. Must be knowledgeable in related clinical expertise in the assigned program(s) of care.