

JOB DESCRIPTION

TITLE: Breast Center Coordinator

FSLA: Exempt

DEPARTMENT: 7205

DEPT.#: Adm Diagnostic Imaging

POSITION CODE:

PRIMARY PURPOSE: Coordinates the care of patients with actual or potential breast health concerns.

JOB FUNCTIONS:

In conjunction with the Women’s Health Program and The Cancer Institute, is responsible for the development and implementation of the comprehensive breast center, i.e., policies and procedures, program criteria and guidelines, development of marketing and educational materials, etc.

Works with surgeons, radiologists, radiation oncologists and physicians to provide quality care to patients with breast health concerns.

Facilitates patient continuity of care between hospital departments and programs.

Interprets and provides patient follow-up for laboratory, radiology and pathology procedures.

Coordinates and plans physician requested multidisciplinary conferences, i.e., tracks scheduled procedures and follows pathology results, coordinates with pathology and radiology the collection of slides and films related to a diagnosis and monitors outcomes of meetings.

Serves as a resource to women with breast health concerns, i.e., teaches breast self-examination, answers questions about breast health concerns and provides breast health lectures as needed.

Educates patients concerning what can be expected prior to, during and after diagnostic and treatment procedures.

Evaluates the patient’s physical and emotional recovery after treatment, utilizing appropriate resources as needed.

Assists research staff in identifying potential patients for hospital based research protocols.

Develops and revises patient educational materials.

Provides staff and community education as required.

Assists with the development and works within comprehensive breast center budget.

Participates in professional growth and development opportunities by attending various meetings, conferences and courses.

Demonstrates awareness of patient’s needs as a total person (physical, spiritual, emotional, intellectual, cultural, etc.), consistent with patient’s age and development level.

Demonstrates knowledge of and follows Departmental and Medical Center guidelines related to guest services activities in the performance of the duties and responsibilities of the position.

Is knowledgeable of and conforms to the administrative policy on “Abuse and Interpersonal Violence: Guidelines for Treatment in Emergency and Hospital Setting.”

Adheres to and follows the Medical Center’s policies, procedures and compliance Program.

As needed, recommends quality and/or process improvement initiatives in order to more effectively and efficiently perform the Job Functions of this job.

Shares in the Medical Center's Vision, demonstrates its Values and Workplace Ethics, supports its Philosophy, and is sensitive to its Mission.

Performs all other Job Functions related to this Job.

MINIMAL JOB REQUIREMENTS:

Bachelor's degree in nursing is required, Masters preferred.

At least two years of oncology and/or breast health care experience.

Is able to adequately perform the Essential Functions of this Job; as well as being capable of meeting its Functional and Environmental Requirements. (NOTE: The Medical Center will provide reasonable accommodations to qualified disabled individuals in compliance with the Americans With Disabilities Act of 1990 and any subsequent amendments to this Act.).