

## Position Description

### Breast Health Educator

#### Major Duties

The Breast Health Educator will act as an interface for health care professionals at various locations to include \_\_\_\_\_ and its satellite clinics for matters related to the broad scope of health care and data tracking involved with optimal breast care of DOD beneficiaries.

The Breast Health Educator duties will include, but are not limited to, education and out-reach for patient screening programs, tracking and documenting the flow of patients through the specific diagnostic and treatment pathways, and ensuring that the transit through each of these various steps occurs in a complete and timely fashion, from initial presentation through completion of the process.

--Assesses the population and targets education and prevention goals based on these needs. Focuses on promoting early diagnosis, self breast exam, and mammograms and identifying individual risk factors.

--Coordinates key information between the patient, other facilities, and health care providers at the local and regional level for breast health issues (screening, mammograms, physical examinations, biopsies and laboratory results).

--Facilitates consultative services between the local MTF, the central MTF \_\_\_\_\_ and/or other local treatment facilities, via the appropriate method and assists local providers with the appropriate technical support related to the Region 2 Breast Care Project.

--Conducts public awareness via education outreach for women related to their health issues. Coordinates and collaborates with Putting Prevention into Practice (PIIP events). Utilizes the Mobile Education and Clinical Unit (MECU) during community outreach events. Conducts and/or assists with educational programs for the MTF health care providers for breast health issues and regional standards, concepts and goals. Ensures that CME, CEU's are promoted.

--Markets to promote breast awareness and health in order to reach the target population of female active duty members and female beneficiaries (articles in base newspaper, posters, pamphlets, present at community events are a few examples)

--Responsible for the operation of breast health library and display table.

--Ensures compliance with health standards as set forth by \_\_\_\_\_ Region 2

--Collects metrics for the MTF as well as the satellite clinics to include, but not limited to tracking trained Primary Care Providers, tumor board data--# of cases and stages, customer satisfaction, and mammogram compliance of our beneficiaries. Works closely with the data base manager, radiologists, surgeons, mammography technicians. Also, reports quarterly to Lead Agent regarding usage of the MECU. Reports to Breast Health Coordinator and Regional Breast Health Manager (Lead Agent)

--Develops a budget annually to encompass education and training materials for both providers and beneficiaries.

--Provides a progress report to the Breast Health Coordinator on a quarterly basis; contact otherwise is as needed.

--Provides most current information from Federal Drug Administration (FDA) and National Cancer Institute (NCI) to beneficiaries and providers.

--Provides mentoring and support to the Breast Feeding Support Group and assists in lactation issues as needed.

### Knowledge and Experience Requirements

Requires a professional knowledge of the theories, principles, practices, and procedures of nursing. Requires an active, current license in a state, the District of Columbia, Commonwealth of Puerto Rico, or territory of the United States as a professional, registered nurse. Preferred completion of a baccalaureate-nursing program from a school approved by a legally designated state-approving agency. Utilizes clinical knowledge of the nursing process with assessment, planning, implementation, and evaluation, to provide nursing care, health teaching, and appropriate documentation of conditions, findings, and plans.

Requires a minimum of two years Medical or Surgical nursing experience as well as knowledge of the disease process of breast cancer (including pathophysiology), its usual progression, anticipated complications, and familiarity with treatment modalities and other options. This may include pharmacology and chemotherapy, radiation, and surgery.

Knowledge of the psychosocial aspects of patient care in breast cancer is also important, as is working knowledge of the multi-disciplinary approach to care. Experience with patient education in the prevention and early detection of diseases including breast cancer and other women's health issues is important.

Requires Basic Life Support Certification and a valid state driver's license. Must be certified to teach Self Breast Exam and to perform Clinical Breast Exam (CBE)

Familiarity with Mammogram Quality Standard Act (MQSA) system would be helpful.

### Supervision

Works under the direct supervision of the Breast Health Coordinator at the MTF. Will be responsible to the Regional Breast Health Manager of the Lead Agent for Region 2 and will be expected to compile reports, summaries, future projects at regular meetings. Will be expected to function independently in the coordination of breast care at the MTF and satellite clinics, with appropriate guidance from the Breast Health Coordinator. Scheduling will be Monday – Friday from 0730-1630 but will be flexible, according to the needs of the population. He/she will be accountable for a 40 hour work week. MTF Breast Health Coordinator will sign time sheets.

### Guidelines

General guidelines will be established by the various services (PCM, radiologist, and surgeon) and used as basic algorithm. Each case, however, will be individualized as needed. The Breast Health Educator, the PCM, radiologist and surgeon, together with the patient, will determine the sequence of events/treatments to optimize care and outcome.

The employee must be capable of independent decision making and problem solving within the context of this patient care system. He/she will work closely with both patients and providers to do this, as well as work towards removing roadblocks and bottlenecks in the patient care system.

Due to the low volume of breast cancer patients, the primary responsibility will be in education and prevention. The emphasis will be on increasing awareness in within the female population and their support system, which involves interacting with patients, their families and their Primary Care Managers.