

## POSITION DESCRIPTION

Position Title:	Breast Cancer Risk Coordinator	Exemption Status:	Exempt
Job Classification:		Job Code:	2049, 133030
Department:	Community Benefit		
Reports to:	Breast Care Coordinator/Director Community Benefit		
Last Update:	July 21,2003		

**Job Summary:**

The Breast Cancer Risk Coordinator will provide oversight and management of patients seen in the High Risk Breast Cancer Program at \_\_\_\_\_ Hospital. The Breast Cancer Risk Coordinator is responsible for coordination of breast care services and examinations including education, counseling, appropriate referrals and follow-up of high-risk breast care patients. This nurse conducts breast health programs in the community highlighting early detection, risk factors, and prevention strategies. An individual risk evaluation plan is developed for each client and the nurse provides access to genetic testing, early detection technologies and breast cancer prevention studies available at \_\_\_\_\_ Hospital and within the community. The nurse provides resources and advocates the integration of whole person health of body, mind, and spirit. The nurse case manages patients at high risk with recommendations for ongoing breast surveillance, additional breast imaging, access to breast cancer prevention studies and timely referrals to breast cancer treatment specialists. Functions as a liaison between patient, providers, payers, and the community; coordinating high-risk care through the continuum. The coordinator is self-directed, takes creative initiative, operates independently and consistently demonstrates behaviors that model the \_\_\_\_\_ System core values and the hospital's mission statement.

**Essential Values-Based Competencies:** *Demonstrates values-based competencies in line with the four core values that are the foundation of all activities performed by employees in order to achieve the Mission of the \_\_\_\_\_ System (see attached behavioral definitions of competencies):*

**Dignity:** *Demonstrates competence in communication and interpersonal relations.*

**Excellence:** *Demonstrates competence in continuous improvement, continuous learning, accountability, and teamwork.*

**Service:** *Demonstrates competence in customer/patient focus and adaptability.*

**Justice:** *Demonstrates competence in community orientation and stewardship.*

**Essential Functions:** *Describe the 5 - 10 duties / responsibilities that must be performed by this position.*

	% Time Spent	% Weighting
1. Provides breast health classes in community settings highlighting the importance of breast cancer early detection and risk factors. Provides a personal risk evaluation on all participants to appropriately identify high-risk women in the community. Uses principles of adult learning to develop course content and program education. Actively seeks alternative evaluation tools to accurately assess learning in low literacy adults in a dignified and confidential manner.	15	
2. Provides comprehensive high risk counseling to include identification of risk		25

factors, family history, and pedigree analysis and personal breast health history. An individual high-risk plan of care will be developed and appropriate referrals and provider authorizations will be made for genetic testing, ductal lavage, prevention studies and/or referrals to breast care specialist.		
3. Facilitates the FirstCyte ductal lavage program. Works with providers to ensure proper training of physicians. Works with payers to assist in reimbursement issues of the procedure. Maintains clinical outcomes and quality standards of patient receiving ductal lavage.		15
4. Provides patient education and genetic counseling for BRCA 1&2 Breast and Ovarian Cancer Risk. Assists with authorization of procedure. Provides testing or makes appropriate referrals to community testing sites.		15
5. Manages Breast Cancer Prevention clinical studies conducted at Mission Hospital. This will include management of patients treated on STAR (Study of Tamoxifen and Raloxifene for the Prevention of Breast Cancer). Maintains all regulatory and patient documentation. Actively seeks out new research opportunities.		15
6. Provides individual case management for clients identified at high risk for breast cancer. Performs a comprehensive physical, psychosocial, and spiritual patient/family needs assessment. Identifies problems and implements a nursing plan of care based on mutually planned goals and objectives of client and nurse, integrating whole person health of body, mind, and spirit. Makes appropriate referrals to community resources and treatment facilities. Follows clients and adjusts nursing plan of care on a routine basis or as needed.		10
7. Evaluates effectiveness of job duties and independently develops projects and changes based on findings and needs of the patients, providers, payers, and community.		5

*Other specific competencies that have been identified by the manager related to changes in departmental operations or that*

*That focus on current clinical practices and are listed on the Supplemental Competence Validation Summary.*

**Additional Responsibilities:** *List infrequently performed and non-essential tasks.*

Performs other duties as assigned.

**Knowledge / Skills / Abilities:** *List the knowledge, skills, and abilities required to perform the essential functions of this position.*

1. Self-motivation and ability to work in a variety of community situations requiring independent decision-making.
2. Takes creative initiative in job responsibilities, operating independently and with self-direction.
3. Initiates and cultivates relationships with clients, collaborators and other community resource leaders.
4. Incorporates the importance of a healthy lifestyle and the connection to wellness and spirituality and an understanding of wellness of body, mind, and spirit and the role that this integration plays in preventing illness.
5. Knowledge of breast health and breast cancer diagnostic and treatment options.
6. Nursing knowledge and skills evidencing training of a registered nurse in California.
7. Knowledge of nursing process, theory and current trends in area of practice/expertise.
8. Knowledge of skills appropriate for community health nursing. Analytical skills necessary to develop and implement programs and standards that improve the quality of life in the community.
9. Ability to understand and communicate the concepts of the interrelationships of the body, mind, and spirit to health and wellness.
10. Verbal and written communication and interpersonal skills that promote dignity and care in community and with collaborators.
11. Facilitative Leadership skills and ability to work with others.
12. Ability to organize, prioritize, and complete and/or delegate activities and assignments in an efficient manner, and to use all work time productively in work-related activities.
13. Competent computer skills necessary.

**Age-Related Competencies:** *List the knowledge, skills and abilities required to provide age-specific care, including:*

- u Human development knowledge / skills:
- u Age-specific patient needs that employee is required to understand and meet:

o Additional requirements:

**Information Management:**

Treats all information and data within the scope of the position with appropriate confidentiality and security.

**Risk Management:**

Cooperates fully in all risk management activities and investigations.

**Additional Requirements (optional):**

**Safety Requirements:**

Is knowledgeable of, observes and complies with hospital Codes of Safe Practice, safety polices and emergency procedures.

**Minimum Position Qualifications:** *List the minimum qualifications required for this position:*

- o *Education:* Bachelor's degree in Nursing
- o *Experience:* Two-three years oncology nursing experience
- o *License / Certification:* Current CA RN license. Current CPR certification.

**Preferred Position Qualifications:** *List the preferred qualifications required for this position:*

- o *Education:* Master's Degree in Nursing
- o *Experience:* Experience in Public Health Nursing, Home Health Nursing or Community Education; supervisory experience
- o *Training:* Spanish speaking skills
- o *License / Certification:* Certified Genetics Counseling, Oncology Certified Nurse (OCN), CPR and First Aid instructor certification.

**Environmental Conditions:** *Describe the work environment including risk of exposure to blood-borne pathogens and other hazards.*

Normal office environment with minimal exposure to hazards.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.*

*Approvals:*

_____	_____
<i>Department Head Signature</i>	<i>Date</i>
_____	_____
<i>Administration Signature</i>	<i>Date</i>
_____	_____
<i>Human Resources Signature</i>	<i>Date</i>