

## Clinical Job Description

POSITION TITLE: Breast Health Coordinator  
DEPARTMENT: Breast Health & Wellness  
OSHA CATEGORY: I

CATEGORY: Exempt  
SALARY LEVEL:  
JOB CODE:

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### **JOB SUMMARY:**

Responsible for the development, implementation and management of a coordinated approach to breast health that effectively manages clinical, economic and quality outcomes primarily focused on the breast cancer population. Promotes the delivery of quality care for breast cancer patients across the entire continuum of care. Performs activities relative to coordination of research activities. Functions as a community representative of \_\_\_\_\_ as it relates to breast cancer.

### **VALUES AND BEHAVIORS:**

**RESPECT FOR LIFE** - Each person is treated with such joy, respect, dignity, fairness, and compassion that he or she is consciously aware of being loved.

**BEHAVIORS:** Performance is acceptable when everyone is promptly greeted in a warm and caring manner/tone of voice using the person's name whenever possible. No matter how I feel, I display a caring attitude.

**FIDELITY TO OUR MISSION** - We show loyalty and pride in \_\_\_\_\_ through joy and respect in ministering to our patients, visitors, and co-workers.

**BEHAVIORS:** Performance is acceptable when concerns/problems with fellow employees and customers are not discussed with anyone other than the person involved or the supervisor. Customer issues and ideas are listened to and appropriate follow up occurs to create a satisfied customer. I do not make excuses. I do not badmouth other people or departments.

**COMPASSIONATE CONCERN** - We provide care and services with openness and concern for the welfare of the individual, especially the aged, poor and the disabled.

**BEHAVIORS:** Performance is acceptable when openness and acceptance of constructive criticism occurs. Positive communication occurs by complimenting and verbally expressing appreciation to others.

**JOYFUL SERVICE** - The \_\_\_\_\_ essence at \_\_\_\_\_ expresses itself in joyful availability, compassionate, respectful care, and stewardship and loyalty to our Mission.

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**BEHAVIORS:** Performance is acceptable when respectful and caring assistance to others occurs. Questions or complaints are owned until resolved.

**CHRISTIAN STEWARDSHIP** - We justify and fairly allocate human, spiritual, physical and financial resources, respectful of the individual, responsive to the needs of society, and consistent with church teachings.

**BEHAVIORS:** Listening and encouraging others to express ideas and opinions is demonstrated. Use of physical facilities is appropriate and maintained.

### **ESSENTIAL FUNCTIONS:**

1. Cost effectively manages breast cancer patients across the entire continuum of care.
  - Utilizes care management practice and skills to effectively manage clinical, quality and economic outcomes for the breast cancer population.
  - Develops, implements and evaluates clinical practice guidelines/care paths for the breast cancer patient.
  - Coordinates breast cancer patient care across all settings with all healthcare providers.
  - Provides educational information and resources to breast cancer patients in order to assist patient and family with coping, foster self-care activities and assure high quality outcomes.
  - Welcomes calls from breast cancer patients/families regarding information or questions and concerns about patient's care.
2. Collaborates with all care providers to assist in the provision of quality, cost effective patient care.
  - Communicates with physician and other healthcare providers.
  - Provides expert knowledge and technical information as necessary to promote quality care.
  - Facilitates the identification of known or potential care problems through the development, implementation and evaluation of breast cancer clinical practice guidelines.
  - Assists case management in coordinating discharge planning and resource referrals for breast cancer population to optimize patient outcomes and create cost effective opportunities.
  - Collaborates with CERC regarding community education needs and the delivery of value added programs.
3. Evaluates clinical, quality and economic outcomes of patient care for the breast cancer population.
  - Collects and evaluates data related to breast cancer population in order to provide information for on going quality improvement.
  - Contributes to the development, implementation, evaluation and revision of policies and procedures related to breast cancer care.
4. Maintains an active role in problem identification and problem solving based on current research and professional practice standards.
  - Assists in identifying problems affecting delivery of quality patient care.
  - Actively participates in committees related to breast cancer care, prevention, and screening.
  - Reviews literature, methodology, outcomes, and implications of nursing/medical research and disseminates findings.

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- Serves as a consultant and/or resource person in the area of breast cancer relative to compliance with external governing and regulatory agencies.
5. Facilitates effective cost control measures.
    - Participates in evaluation and recommendation of products/equipment as to therapeutic effectiveness and relative cost.
    - Recommends changes in patient care, which promote cost effective care while maintaining quality.
  6. Participates in research activities.
    - Establishes and maintains knowledge base of on-going clinical research activities.
    - Ascertains that all paperwork is properly handled.
    - Maintains detailed knowledge of protocol requirements.
    - Attends to study initiation details.
  7. Serves as a liaison for breast cancer patients, physicians and other healthcare providers.
    - Consistently demonstrates positive interpersonal skills in dealing with patients, families and visitors to generate a feeling of trust and genuine caring so that they will perceive excellence in patient care.
    - Respects decision, actions and abilities of associates and promotes good working relationships amongst all staff.
    - Communicates on a consistent basis with Manager of Breast Health and Wellness, Oncology Clinical Nurse Specialist, and Director of Oncology Services.
  8. Assumes accountability for community education programs and activities.
    - Assumes leadership role in the development of standards for patient/client education.
    - Participates in community education and support programs relative to breast cancer screening, detection, and treatment.
    - Represents Hospital at community events targeted at the breast cancer population.
    - Develops community education programs that meet the needs of the culturally diverse group.
  9. Assumes responsibility for maintaining own competency and continuing education in breast cancer screening, prevention, and treatment.
    - Attends workshops and seminars relevant to the care of the breast cancer patient.
    - Is a member of a professional organization.
    - Collaborates with peers in area of specialization in order to increase knowledge base and bring new ideas to professional practice.
    - Demonstrates competency to provide care appropriate to the age group of the defined patient population.
  10. Participates in program development as it relates to breast cancer services and women's health.
    - Assists in the operations of the Breast Health and Wellness Center.
    - Identifies and implements service standards relative to breast cancer and women's health.
  11. Other duties as assigned.

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**SKILLS, KNOWLEDGE AND ABILITIES:**

**Education/Experience:**

Registered nurse in the state of Illinois. Bachelor’s Degree preferred. Completes thirty-two contact hours of continuing education annually. Oncology nursing certification (OCN) preferred. Four years of nursing experience with two of those years in the area of specialization. Oncology or women’s health experience required. Breast Health certification, Fit certification, CBE (Clinical Breast Exam) and BSE (Breast Self-Exam) certification necessary or within one year of hire.

**Other skills and abilities:**

Requires self-direction, leadership and teaching ability. Responsible for maintaining clinical competence.

**RESPONSIBILITY FOR INTERPERSONAL AND CUSTOMER RELATIONS:**

Communicates tactfully and effectively with physicians, patient, families, nursing staff, and other hospital departments and the community at large. Conveys a positive attitude and image internally and in the community.

**RESPONSIBILITY FOR WORK DIRECTION AND/OR TEAM PARTICIPATION:**

Functions under the direct supervision of the Manager of Breast Health and Wellness. Does not directly supervise other employees.

**RESPONSIBILITY FOR QUALITY PROCESS IMPROVEMENT:**

Responsible for evaluating and making recommendations for the acquisition of supplies or equipment to improve the care of breast cancer patients. Assists in the responsibility of maintaining a timely referral/follow-up and treatment timeline for breast cancer patients. Responsible for abiding by the goals and responsibilities defined in the Employee Handbook.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee must be able to bend, stoop, lift, reach, push and pull.

**ENVIRONMENTAL INFLUENCES:**

May be required to work under stressful conditions and subject to the hazards of the hospital environment.

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DATE PREPARED: 01/07/01

DATE REVISED: 02/19/03

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by HR Representative: \_\_\_\_\_

Date: \_\_\_\_\_

## Breast Health Coordinator – PERFORMANCE STANDARDS

Performance is acceptable when:

1. Breast cancer patients are cost effectively managed across the entire continuum of care.
2. There is collaboration with all care providers to assist in the provision of quality cost-effective patient care.
3. The employee evaluates clinical, quality and economic outcomes of patient care for the breast cancer population.
4. The employee maintains active role in problem identification and problem solving based on current research and professional standards.
5. Effective cost control measures are utilized and maintained.
6. There is active participation in research activities.
7. The employee serves as liaison for breast cancer patients, physicians and other healthcare providers.
8. Accountability is assumed for community education programs and activities.
9. Responsibility is assumed for maintaining own competency and continuing education in breast cancer.
10. The employee actively participates in program development as it relates to breast cancer services and women's health.
11. The employee performs other duties as assigned.

I am in receipt of the performance standards for my position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Manager/Director: \_\_\_\_\_ Date: \_\_\_\_\_