- Schedule patients for biopsy
- Meet with patients prior to biopsy, answer questions, sign consent form
- Call patients with normal bx results or consult after they receive abnormal results
- Initial consultation with each breast cancer patient to give resource information, assist their level of understanding about diagnosis and treatment options
- Provide patients with coordinated interdisciplinary information to ensure program credibility and patient satisfaction (keeps patients in our system $$$$)
- Assist patients with decisional conflicts
- Facilitates and coordinates patient care communication between each of the providers and the patient (keeps PCP in the loop)
- Coordinate weekly breast cancer conference and convey patients input, psychosocial issues - room set up, pathology reports, sign in
- Track cancer diagnosis by month
- Assist tracking of downstream revenue
- Development of service programs for breast ca patients i.e. post surgery p.t., nutrition, psychosocial, support group, exercise program
- Facilitate monthly support group - schedule speakers, refreshments, update mailing list, monthly memo, clinical psychologist participation
- Work with breast cancer patients individually to offer support and resources where needed
- Continually update and reorder resources for breast health and breast cancer
- Program coordinator for Reach to Recovery Program - liason to Women's Auxillary, update and copy materials, coordinate visits, educate floor staff
- Assist Medical Director and other Radiologists with symptomatic patients
- Available to patients in Center regarding any issues with breast health or cancer
- Assist schedulers with patients who are anxious or have clinical questions they cannot answer
- Offer instruction of SBE
- Responsible for breast health and procedure information in Center
- In-services to technologists on post-biopsy dressings, needle sticks, follow-up for breast biopsy's, scheduling of patients recommended for biopsy
- In-services to hospital staff on breast cancer program i. e. surgical, same day surgery, nurse managers, post surgical floor
- Pursue educational opportunities to stay updated on breast health and breast cancer issues (needed to remain credible with physicians and patients)
- Assist any patient with an immediate health concern while in Center
- Offsite in-services to PCP's and staff regarding breast program
- Hospital Breast Health Video Participation
- Develop Breast Health Talk handout and update as needed
- Develop care path for breast cancer patients - biopsy thru surgery & treatment
- Develop D/C instruction sheet for post surgery patients regarding arm movement/precautions
- Develop patient satisfaction survey for breast cancer program
- Assist community relations with any breast care or breast cancer speaking engagements, community health fairs, in-house health fairs, publications, fundraisers etc.
- Liaison to outside organizations such as ACS, Y-Me, Susan G. Coleman, Lt. Governors Office, State of Women's Health Programs
- Speakers Bureau for the American Cancer Society