

JOB DESCRIPTION

JOB TITLE: Nurse Facilitator, Breast Education Center

REFERENCES:

AFPD 46-1, NURSING SERVICES, JUL 94
AFI 46-101, NURSING OPERATIONS, JUL 94
AFI 46-102, NURSING CARE, JUL 95
JCAHO, HIS, ANA STANDARDS

I. INTRODUCTION:

This position is located in the Health and Wellness Center (HAWC) at _____

The purpose of this position is to provide patient education and counseling related to risk factors, breast self examination and life style modification. The focus of the breast care program is early detection of breast cancer. Early detection means better treatment options.

II. DUTIES AND RESPONSIBILITIES:

- A. Will act as the interface for health care professionals at various locations in _____
- (1) Relating to and integration of telemedicine and the broad scope of health care
 - (2) Data tracking involved with optimal breast care.
- B. Duties include but are not limited to out-reach for patient screening programs
- C. Tracking and documenting the flow of patients through specific diagnostic and treatment pathways.
- D. Serves as Case Manager by Insuring that flow through these various steps of health care are in a complete and timely manner from initial presentation to the return to the community
- (1) Primary source of referrals for case management comes from
Nurse Gyn Practitioner
 - a. all abnormal mammograms are reviewed by Gyn practitioner and discussed with provider who ordered mammogram
 - b. Patients are referred to out side surgeons
 - c. As the mammogram monitor the disposition of the patients are tracked
 - d. The breast care facilitator is given the name of each patient that is referred to an outside surgeon to assure:
 1. There are no problems getting surgical appointment
 2. Patient keeps appointment with surgeon
 3. Surgeon's recommendation and follow-up

- (2). If problems occur in the health care process, these must also be addressed in a timely manner.
 - (3). Responsible for tracking patients who failed to make mammogram appointments or failed to keep mammogram appointment. Works closely with clinic Radiology department
- E. Will be responsible for assessing and updating the regional database related to, and insuring compliance with, health care standards as set forth by
 - F. Responsible for the assessment of local community needs related to breast health and breast cancer treatment and development of appropriate solutions.
 - G. Responsible for the key information coordination between the patient, other facilities, and health care providers at the local and regional level for breast health issues:
 - (1) Screening
 - (2) mammograms
 - (3) physical exams
 - (4) biopsies
 - (5) laboratory results
 - H. Facilitate consultative services between the local MTF and the central MTF via teleconference or appointment placement
 - (1) Assist local health care providers with technical support of teleconference
 - (2) Informatics applications related to the breast project.
 - I. Conduct public awareness and educational programs for women, related to health issues.
 - J. Conduct educational programs for their MTF health care providers for breast health issues and regional standards, concepts, and goals

III. SUPERVISION AND GUIDANCE RECEIVED:

Chief, Breast Education Center- direct
 Project Manager (OLA)- indirect
 Flight Chief- indirect
 Squadron Commander- indirect

General supervision is received from the military Point Of Contact (POC) who is the Obstetric-Gynecologic Women's Health Nurse Practitioner .The POC is available when requested to assist in clarification of local Uniformed Service Medical Facility policies. Incumbent performs duties independently and primarily on own initiative and makes determination as to which matters should be referred for assistance. Directives, manuals, and DOD Directives are on hand and additional guidance is available from OLA by phone or correspondence. POC is informed and reviews procedures before a change in normal task operation is implemented.

IV. OTHER SIGNIFICANT FACTS:

- A. Must be a Registered Nurse from an accredited School of Nursing, with a current state license.**
- B. Must have two to three years experience in Medical or Surgical nursing.**
- C. Bi-annual basic cardiac life support training is mandatory**
- D. Counseling and education techniques in health promotion, health maintenance, disease prevention recommended.**
- E. Must have a valid driver's license.**

PERFORMANCE STANDARDS - NURSE FACILITATOR, BREAST EDUCATION CENTER

1. JOB KNOWLEDGE:

- 1.1 Interprets and communicates Breast Education Center goals and objectives to Medical Group personnel
- 1.2 Develops and implements patient teaching programs on early detection and diagnosis of breast cancer
- 1.3 Assesses base community needs related to breast health and breast cancer issues
- 1.4 Develops appropriate programs based on community assessment
- 1.5 Tracks and documents the flow of patients through diagnostic and treatment pathways

2. LEADERSHIP:

- 2.1 Leads educational programs on breast self examination, risk factors and treatment of breast cancer
- 2.2 Promotes early detection protocols at basewide health fairs
- 2.3 Coordinates with associated areas the need to maintain and/or upgrade equipment and supplies used in the early detection and diagnosis of breast cancer
- 2.4 Assists these areas financially as appropriate

3. PROFESSIONAL QUALITIES:

- 3.1 Cognizant of and responsive to military customs and courtesies
- 3.2 Takes responsibility for own learning and professional development
- 3.3 Completes required continuing education credits to maintain professional license
- 3.4 Acts as a patient advocate

4. ORGANIZATIONAL SKILLS:

- 4.1 Identifies material/resource needs for the Breast Education Center and orders accordingly
- 4.2 Performs necessary surveys and chart reviews to obtain the needed information for quarterly reports due to Health Affairs

5. JUDGMENT AND DECISION:

- 5.1 Investigates and helps to resolve any concerns of patients during visit or telephone consult
- 5.2 Reviews patient charts when available prior to scheduled appointment for pertinent information
- 5.3 Accumulates appropriate information for patient based on consult form and review of chart

6. COMMUNICATON SKILLS:

- 6.1 Maintains continuity of care by documenting patient instruction in the medical record according to established practice
- 6.2 Verbally communicates accurate and pertinent patient information to appropriate health team member as required
- 6.3 Presents confident, well-organized information to patient and staff