

## UW HEALTH JOB DESCRIPTION

### Patient Navigation Coordinator

<b>Job Code:</b> 300080	<b>FLSA Status:</b> Exempt	<b>Mgt. Approval:</b> G. Schroeder	<b>Date:</b> 03.2018
<b>Department:</b> Clinics-Breast Center-CSC/1744		<b>HR Approval:</b> M. Buenger	<b>Date:</b> 03.2018

### JOB SUMMARY

Under the general supervision of the Breast Center Program Director, the Patient Navigation Coordinator will screen newly diagnosed breast cancer patients for distress. The Coordinator makes appropriate referrals for services based on identified causes of distress. For patients with identified social or financial issues, the Coordinator will provide patient support and navigation services to address causes of distress which may present barriers for effective treatment. The Coordinator is available to both newly diagnosed cancer patients and individuals with premalignant conditions of the breast who have had prior barriers to routine screening and care including financial, housing, insurance, transportation, employment, and psychosocial concerns. The position is responsible for developing, organizing and maintaining a network of community survivors for individual regions to serve as resources for future patients. These services will be provided at the UW Health Breast Center, as well as at other UW Health sites and off-site community locations. The Patient Navigation Coordinator administers UW Health Breast Center Gift Funds that were donated to assist low income patients with breast cancer with expenses of daily living during treatment.

### MAJOR RESPONSIBILITIES

#### Patient Navigation:

1. Develop and implement a navigation program for UW Health Breast Center patients who demonstrate prior barriers to routine screening and medical care.
2. Implement and maintain the UW Health Breast Center program for distress screening and management for newly diagnosed breast cancer patients. Meet with new patients and administer the NCCN (National Comprehensive Cancer Network) distress thermometer.
3. Make appropriate referrals and assist patients to remove barriers to effective breast health care services.
4. Promote the Patient Navigation program within the clinic, at other health care services that feed and draw from the clinic, and to local groups, organizations and institutions, which are stakeholders in the improvement of cancer health disparities areas.
5. Function as an integrated UW Health resource providing the same high level of patient service to breast cancer patients at both the UW Hospital based Breast Center and at the 1 South Park Street Breast Center.
6. Collect and summarize all work tasks and provide outcome data for grant and/or research study purposes.
7. Contact key personnel at health clinics and other service/health-related organizations with access to target population to identify status or services and coordinate patient care.
8. Document navigation services provided to individual patients in the electronic health record.
9. Ensure that each patient's rights are protected and that they are provided with appropriate interventions based on ability to participate, cultural concerns, and screen results.
10. Participate in the UW Health Breast team activities including; participating in the Multi-Disciplinary conferences, and Breast Center nurse team meetings.
11. Participate in community outreach efforts in breast health. This includes, but is not limited to, community programs involving regional breast health providers and patient populations who are under users or "un-users" of breast screening.
12. Acquire and maintain strong knowledge of local, state, and national cancer-related resources and services to assist cancer patients and their families to manage their disease and its impact on daily living.
13. Carry out tasks to execute the medical and support service plans including guiding patients to appointments, and accompanying them when necessary.
14. Provide education and coaching for specific population needs.
15. Act as the primary liaison with medical providers and follow patients throughout their treatment to ensure appointment and treatment adherence.
16. Develop and maintain interactions with local and regional agencies/organizations.
17. Develop and maintain a comprehensive patient resource list
18. Assess patient barriers and needs in the psychosocial, financial (housing, transportation), employment and insurance realm as well as any other needs.
19. Perform financial need assessments and recommend patients for assistance to be provided from UW Health Breast Center gift funds. This may include gasoline cards for transportation to appointments or assistance with daily living expenses such as rent, utilities, and vehicle maintenance.

## UW HEALTH JOB DESCRIPTION

### Peer Support Advocate, Program Development and Management

1. Develop, maintain, and administer a training program for volunteer patient advocates to prepare them to provide service to women newly diagnosed with breast cancer.
2. Design training to prepare advocates from a counseling skills perspective as well as compliance with UW Health volunteer practices.
3. Recruit women to become part of the UW Health breast cancer peer support advocate program.
4. Create, implement, and maintain a system for matching women newly diagnosed with breast cancer with patient survivor advocates that meets UW Health confidentiality requirements and respects patient and advocate privacy.
5. Receive requests for patients to be matched with an advocate and facilitate an effective and appropriate match.

### Other Duties

1. Maintain weekly communication with patient navigation staff.
2. Assist with authoring of grant proposals for funding.
3. Provide back-up coverage for other navigation resources, Dane County and regional sites.
4. Represent UW Health as the leader of the UW Health Breast Center Patient Navigation program with community organizations
5. Perform other duties as assigned.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

### JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree in social work; counseling; nursing, health education or related field
	Preferred	Master's Degree in social work; counseling; nursing, health education or related field
Work Experience	Minimum	One (1) year of experience working with underserved patient populations
	Preferred	RN, LPN or Social Worker with oncology experience
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>Demonstrated ability to function as a team member</li> <li>Demonstrated ability to work independently</li> <li>Demonstrated ability to provide services with cultural competence</li> <li>Ability to travel to off-site locations.</li> <li>Ability to build collaborative relationships.</li> </ul>

### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

<b>Physical Demand Level</b>	<b>Occasional</b> Up to 33% of the time	<b>Frequent</b> 34%-66% of the time	<b>Constant</b> 67%-100% of the time
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	<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>X</b>	<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
<b>Other</b> - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.