

UW HEALTH JOB DESCRIPTION

ECMO Coordinator

Job Code: 520015	FLSA Status: Non-Exempt	Mgt. Approval: K. Ostrander	Date: May 2024
Department: 3032106 ECMO		HR Approval: D. Ripp	Date: May 2024

JOB SUMMARY

The ECMO Coordinator acts as the lead ECMO Specialist (ES). The ECMO Coordinator ensures ECMO practices are concurrent with ELSO guidelines and organization, operational, and strategic goals, policies, and guidelines. The ECMO Coordinator works in close collaboration with Perfusion regarding initiation, management, and removal of ECMO.

The technical complexity of this position requires the ECMO Coordinator have a thorough understanding of cardiac, congenital pediatrics, pulmonary, vascular, and orthotopic transplantation procedures. ECMO support must be administered to a varied patient population safely and efficiently. The ECMO Coordinator will provide direct clinical coverage and participates in clinical rounds.

In collaboration with leadership, the ECMO Coordinator is responsible for training, orienting, and developing competencies associated with ECMO. The ECMO Coordinator serves as a mentor for ECMO Specialists (ES) by performing ECMO at the bedside, modeling appropriate behavior and decision making, and leading by example. The ECMO Coordinator provides feedback to leaders on ES performance as deemed necessary.

The ECMO Coordinator assists with the development of policies, procedures, and guidelines as well as the delegation and implementation of protocols. The ECMO Coordinator provides recommendations related to order set development and the electronic medical record including documentation. The ECMO Coordinator is responsible for data collection and data entry in the Extracorporeal Life Support Organization (ELSO) registry in collaboration with the Clinical Analyst.

The ECMO Coordinator demonstrates a commitment to quality and excellence, promoting UW Health as an ECMO Center of Excellence. Along with ECMO leadership, the ECMO Coordinator ensures the ECMO program is compliant with ELSO guidelines and recommendations.

The ECMO Coordinator looks for opportunities to present at medical meetings, network with other ECMO centers, and attend ECMO meetings to keep apprised on ECMO management and new technology. The ECMO Coordinator is involved in product evaluation and assessment and will assist with program development and implementation of new technology.

MAJOR RESPONSIBILITIES

Clinical Care

- Performs as an expert clinician with extensive knowledge of ECMO for all phases of patient care and initiates care plans utilizing best practice, demonstrating excellent bedside manner.
- Ensures patient care practices are compliant with policy, procedures, and guidelines.
- Develops skill set in priming ECMO circuits, rapid initiation of ECMO, and removal of ECMO.
- Interprets selective laboratory/diagnostic tests.
- Initiates and maintains communication and collaboration with physicians, Care Team Leaders, staff nurses, other disciplines, and patients/families to develop, implement, and evaluate a plan of care for each patient.
- Actively participates in daily multidisciplinary rounds, offering clinical expertise in ECMO management.

Assessment

- Accurately identifies and diagnoses issues, identifies alternatives, implements plans, and evaluates and communicates results.
- Assesses functionality of equipment and makes recommendations for changes as needed.
- Identifies patient/family education needs and ensures adequate information sharing.

Coordination

- Provides clinical consultation to physicians and UW Health system staff on ECMO interventions.
- Assumes a leadership role in the clinical setting.
- Seeks consultation from medical directors as required to facilitate ECMO management.
- Develops and maintains ECMO documentation in the electronic medical record.

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Quality Initiatives

- Works with the Respiratory Care leadership team and Perfusion with guidance from the ECMO Medical Directors to define quality initiatives for the ECMO program.
- Collects, enters, and submits registry information to the ELSO.
- Participates in the formal review of ECMO cases with the medical directors.
- Participates in obtaining and maintaining ECMO Center of Excellence Award.

Leadership

- Provides ongoing feedback to employees regarding work performance. Provides feedback to leadership on employees through written and verbal communication.
- Encourages professionalism amongst team members and encourages others to take project leadership responsibilities as appropriate.
- Ensures appropriate ECMO scheduling and staffing levels are maintained in collaboration with the RT Charge Therapist and Administrator on Call
- Actively participates in the growth of the program and implementation of new initiatives.
- Assists with the coordination of ECMO team meetings, trainings, and wet labs.
- Assists with interviews and the selection of candidates as ECMO Specialists.

Education

- Works closely with ECMO leadership to create, develop, disseminate, and implement appropriate education/training courses, materials, and competency checklists.
- Determines the type(s) of educational activities required for new procedures and/or new equipment.
- Coordinates the utilization of equipment in the various program areas and ensures end users receive education to understand the operations and functionality of the equipment.
- Designs, disseminates, and collates evaluation forms.
- Develops and/or reviews hospital-based education (Health Facts for You) for patients and families.
- Provides classroom training, bedside orientation, and precepts new ES providing direct care.
- Facilitates in-service for ES with knowledge of hospital/departmental policies, procedures, and guidelines.

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

JOB REQUIREMENTS

Education	Minimum	Graduate of a Commission on Accreditation for Respiratory Care (CoARC) accredited School for Respiratory Therapy
	Preferred	Bachelor of Science in Respiratory Therapy
Work Experience	Minimum	Two (2) years of experience as an ECMO Specialist
	Preferred	Five (5) years of experience as an ECMO Specialist
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> • Licensed as Respiratory Care Practitioner (RCP) in the State of Wisconsin • Registered Respiratory Therapist (RRT) Credentialed by the National Board for Respiratory Care (NBRC) • BLS/CPR • ACLS completion within six (6) months of hire • PALS completion within six (6) months of hire
	Preferred	<ul style="list-style-type: none"> • Neonatal Resuscitation Program (NRP) • Adult Critical Care Specialty (ACCS) certification • Neonatal/Pediatric Specialty (NPS) certification • Certified ECMO Specialist - Adult (CES-A)
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Ability to perform advanced ECMO procedures independently, working within the ECMO Specialist rotation • Excellent problem solving skills and ability to make complex clinical decisions • Excellent verbal and written skills • Ability to work in a team environment and collaborate with a variety of professionals • High degree of organization skills

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	<ul style="list-style-type: none"> Ability to provide excellent customer service Ability to effectively educate others Ability to display leadership and professionalism while in the workforce Extensive knowledge of ECMO relate equipment Knowledge of ECMO guidelines and order sets Knowledge of current disease management guidelines Effective time management skills Ability to interpret selective laboratory and diagnostic tests Ability to collaborate with all members of the healthcare team and external customers Computer skills related to data entry, including Microsoft Excel and Word Self-directed work effort Ability to recognize personal strengths and areas of improvement Ability to establish and meet appropriately timelines and deadlines for completion 		
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 type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input 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. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time
		Constant 67%-100% of the time	
<input type="checkbox"/>	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, 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.	Up to 10#	Negligible
<input type="checkbox"/>	Light: 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.	Up to 20#	Negligible or constant push/pull of items of negligible weight
X	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#
<input type="checkbox"/>	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#
<input type="checkbox"/>	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#
Other - 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.