

UW HEALTH JOB DESCRIPTION

TRANSPLANT COORDINATOR

Job Code: 850004	FLSA Status: Exempt	Mgt. Approval: C. Werwinski	Date: 10.2020
Department: Organ Transplant		HR Approval: A. Phelps Revolinski	Date: 10.2020

JOB SUMMARY

The Transplant Coordinator is responsible for coordination of the evaluation and preparation of patients for organ transplantation and long-term management of patients after transplant. The Coordinator is responsible for coordinating patient care across multiple areas – transplant office, the outpatient clinic, the inpatient nursing unit and the community outreach clinics – in order to provide continuity of patient care across settings.

This position will be responsible for performing initial assessment of transplant evaluated patients and providing follow up post-transplant care. These responsibilities could be performed in hospital or outreach clinics.

Problems encountered have a significant level of complexity due to both clinical and logistical issues. Most problems can be resolved by referring to subject matter experts, program director, or references. A considerable amount of analysis and innovation is involved in problem solving and applying appropriate interventions and therapies to individual patients and patient problems. General supervision and direction is provided, but the transplant coordinator has wide latitude in decision making within department policies and principles, most of which are unwritten.

A wide variety of internal and external relationships are involved in performance of the transplant coordinator's duties. In the hospital, there are patients, families, nurses, pharmacists, social workers, and physicians (both faculty and house staff). Outside the institution, there is ongoing involvement with dialysis staff, community physicians, outreach clinic staff, pharmacists, laboratory personnel, pharmaceutical representatives, insurance company case managers and medical directors.

Organizational skill is paramount. In addition to independently planning and scheduling his/her own daily schedule, the coordinator must be able to prioritize clinical issues and case manage a large number of patients in various stages of the transplant process including patients awaiting transplantation, inpatients at UW Health and long-term post-transplant patients.

Knowledge of computer software is required to operate within the program's local area network – entering and obtaining information in patient problems lists, medication and lab profiles, and clinical research database.

The Transplant Coordinator must demonstrate competence and management in the care of people with renal and hepatic failure, diabetes, cardiopulmonary disease, hypertension, hyperlipidemia, and other disorders related to transplantation. They must be experts in the management of immunosuppression including a host of adverse reactions and drug interactions.

MAJOR RESPONSIBILITIES

The incumbent performs the following **job responsibilities**:

A. DIRECT PATIENT CARE

1. Conduct pre-transplant interviews with prospective transplant patients and families. Interpret eligibility criteria for patients, families, physicians and outside agencies.
2. Prepare and analyze pre-transplant clinical data and collaborate with other medical personnel in preparation of patients and families for transplantation; obtain medical and social histories.
3. Coordinate pre-transplant preparations.
4. Educate patients and families regarding all aspects of transplantation.
5. Communicate with third-party payers regarding issues of medical necessity and benefits coverage for their clients undergoing transplantation.
6. Compose written transplant summaries, clinic visit and summaries and letters.
7. Conduct post-discharge planning and education for transplant patients.
8. Compile and review post-discharge data for clinical management of transplant patients.
9. Provide direct care to transplant patients in the Outpatient Transplant Clinic.
10. Provide for continuity of care between inpatient admissions and outpatient visits.
11. Collaborate with medical faculty, other transplant coordinators, nursing personnel and other health disciplines to

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facilitate meeting patient and family needs.

12. Select appropriate patients for organ transplantation based on UW Health Transplant Program and UNOS guidelines.
13. Provide telephone consultation and follow-up to support patients and their families. This requires the ability to recognize patient problems and symptoms, apply appropriate medical interventions and transplant protocols and interpreting these to community physicians and health professionals involved in the care of transplant patients.
14. Implement and coordinate the education, selection and preparation for live kidney donors.
15. Provide on-call service for items 12-14 on evenings, weekends and holidays when the transplant office and Clinic is closed.

B. PROGRAM DEVELOPMENT

1. Collaborate in the development of protocols and guidelines for patient management.
2. Develop, implement and evaluate comprehensive patient education programs.
3. Participate in the development and execution of quality assurance programs and projects.
4. Assure that the UW Health Organ Transplant Program remains in compliance with the National Organ Procurement and Transplant Network (OPTN), established by the Federal Government.

C. RESEARCH

1. Support planning of and participate in clinical research projects.
2. Participate in the development and implementation of research protocols and interpret the protocols for participation of patient and family members.
3. Collect and analyze data for ongoing clinical research projects.
4. Incorporate research findings into the Organ Transplant Program Practice.

D. PROFESSIONAL DEVELOPMENT / EFFECTIVENESS

1. Maintain knowledge of current practices in transplantation, nursing and healthcare.
2. Identify professional strengths and areas for growth and demonstrate professional development in formal and informal learning experiences.
3. Participate in professional organizations in the area of transplantation and transplant nursing and other areas of professional interest.
4. Participate in local, regional and national conferences on organ transplantation.

E. EDUCATION

1. Participate in teaching activities at UW Health for physicians, nurses, allied health professionals and for students in those disciplines.
2. Develop and present information to professional groups regarding organ transplantation and organ donation.
3. Develop and present information to community groups regarding organ transplantation and organ donation.
4. Participate in the development of marketing information regarding organ transplantation and organ donation.

F. CONSULTATION

1. Provide consultation to UW Medical Faculty, other physicians, nurses and other health care professionals who provide health care to organ transplant patients.
2. Provide status reports to third-party payors.
3. Provide patient status reports to community and referring physicians.
4. Compile information and data for UW Health Centers for Excellence applications.
5. Provide data for fiscal affairs and University Health Care, Inc.

PERFORMANCE MEASURES:

- Implements practice protocols competently and consistently.
- Establishes patient nursing care requirements relative to specific needs.
- Consistent documentation has been recorded by the Transplant Coordinator.
- Documentation supports recommendations and actions.
- Documents in accordance with UW Health policies and procedures.

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- Establishes goals and strategies for meeting discharge and/or continuing care needs of patient, family and/or other care provider based on admission and ongoing assessment. Involves the patient and family in planning.
- Patients post operative living arrangements are addressed to safely manage health care needs.
- Ensures that patient and family demonstrate knowledge of health status, treatments, symptom management, skills, medications and adaptive behaviors gained as a result of teaching interventions.
- Safely and competently executes technical skills required for practice.
- Attendance at continuing education classes and/or conferences related to Transplant patient care.

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

JOB REQUIREMENTS

Education	Minimum	Baccalaureate degree in Nursing or related field from an accredited college or university or equivalent combination of experience and education.
	Preferred	A Master's degree in Nursing or relevant area may be used to substitute for one (1) year of clinical experience.
Work Experience	Minimum	Two (2) years of clinical nursing experience Progressive Nursing experience with demonstrated success
	Preferred	Two (2) years of transplant or closely related nursing experience
Licenses & Certifications	Minimum	Registered Nurse licensed in the State of Wisconsin
	Preferred	
Required Skills, Knowledge, and Abilities		On-Call Responsibility: Occasional On-Call based on the needs of the department.

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,

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

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	Sedentary: 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.	Up to 10#	Negligible	Negligible
X	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#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	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#	Negligible-10#

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	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#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

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.