



Nursing Coordinator

Reports to: Director of Nursing
Department: Nursing
Program (if applicable): N/A
Job Status: Non-Union

Classification: Exempt
UDS Code: 0011 Nurses
Date Revised: 9/10/2024
Revised by: Director of Nursing

MAJOR FUNCTION

Under the general supervision of Director of Nursing or other administrator, plans, directs and evaluates total nursing care and coordination of patient care. Adhere to governing agencies rules and regulations. Responsible for orientation, training and management of personnel. Participate in all phases of education, maintenance of records and upgrading of policies, procedures and skills of personnel. Provide culturally competence care to a multicultural population. Collaborates and communicates with primary care provider, multidisciplinary team members and ancillary health care providers about changes in patient's clinical condition, including results of diagnostic studies and symptomatology.

ESSENTIAL FUNCTIONS

Managerial and Care Coordination

- Provides the best possible nursing care by planning, organizing and directing the nursing functions with patients on the unit
- Initiates and implements patient care plan. Case manages clinically complex patients.
- Makes nursing assignments appropriate to the skill level of employees.
- Focus on quality goals for patients and teams.
Identifies issues and guides effective solutions.
- Promote daily huddles to plan care for the patients that are scheduled that day.
- Facilitate Team building team collaboration to facilitate joy in the workplace.
- Creates a working climate that promotes growth, teamwork, and job satisfaction of personnel.
- Adhere to team daily chart check list for patient chart preparation prior to and during patient visits.
- Monitor and facilitate referral tracking of diagnostic imagine, referrals and care coordination.
- Monitor appropriate and timely scheduling and tracking of recommended diagnostic interventions component of care coordination.
- Assign and monitor staff buckets and cases.
- Supports and enforces infection-control policies and procedures.
- Participates in orientation and in-service training for personnel.
- Evaluates the performance of personnel with recommendations for appropriate action on an on-going and annual basis.
- Monitor medical equipment for safety and inspection.
- Assists in reviewing and revising policies and procedures.

- Cooperates and maintains a good relationship with nursing staff, medical staff, and other departments.
- Identifies educational in-services/seminars that would benefit the clinical personnel and keeps abreast of current programs and training issues which are nursing related.
- Maintain and monitor logbooks and staff buckets, projects, and ensure that staff persons are complying with the policies and procedures of the organization.
- Maintains on-going awareness of patient flow and ensures the proper scheduling of patients.
- Follow evidence-based guidelines to manage care as approved by HJA.
- Monitor patient self-management goals and teaching.
- Participate with population management in collaboration with the clinical and care teams as directed by using multiple templates tools: including preventive care templates, nursing visit standardization templates, health maintenance template, CEM, Business Objects reports, UDS reports and Performance Improvement Projects, Quality Improvement and Quality Assurance and any other plans or process to improve patient outcomes.
- Greets all patients/clients/ via telephone or directly in a personal and professional manner. Promotes positive patient relations.

Clinical

- Consistently demonstrates competency in patient assessment and documents appropriate nursing diagnosis in medical record.
- Relates significant findings to provider.
- Consistently triages patients in person, or by telephone, in a manner which results in efficient and accurate patient disposition to appropriate resources.
- Prepares assigned patients for examinations and treatments following established nursing procedures.
- Assists provider staff and team with ancillary testing and other clinical duties
- Assists provider during examination and treatments in professional manner following acceptable nursing standards.
- Observes patient, records significant conditions and reactions in medical record and notifies supervisor or provider of patient's condition and reaction to drugs, treatments and significant incidents.
- Comprehensive assessment and Nurse triage following the nursing process.
- Completes appropriate nursing intervention according to recommendations of provider including, but not limited to medications, immunizations, tests, specimen collection, therapeutic treatments, etc.
- Instructs and counsels patients and/or significant others (with patient consent) regarding current health condition and health maintenance.
- Maintains accurate and complete nursing documentation in medical record and assures confidentiality of all information related to patients.
- Assists in maintaining and utilizing a variety of health record indexes, storage, recall, and retrieval systems, including automated data processing systems
- In-puts data into various computer programs including the electronic medical record,
- Completes and patient referral documents and pre-certifications, preauthorization in time frames determined by the health center.
- Demonstrates self-directed learning through participation in staff education and in-service programs.
- Demonstrates flexibility and cooperation in relation to workplace staffing and manpower needs by rotating on an urgent basis and assisting the various departments and satellites as able.
- Exhibits professional conduct with patients and fellow employees
- Consistently utilizes appropriate lines of authority as necessary.
- Participates in Quality Assessment or other committee activities as assigned.
- Demonstrates knowledge of accepted nursing standards through their use in all decision making and patient care.

- Seeks guidance and validation from appropriate clinical/management resources when necessary.
- Demonstrates consistent effort to maintain sound working relationships with subordinates, peers and superiors.
- Delegates duties appropriately and directs subordinates in manner which is consistent with effective and efficient use of resources.
- Performs work-related duties in safe manner utilizing sound work practices as related to use of universal precautions, personal protective equipment, etc.
- Assists in the preparation and maintenance of patient rooms, sterile instruments, equipment and supplies to assure efficient patient interaction. Participate with population management in collaboration with the clinical and care teams as directed by using multiple templates tools: including preventive templates, health maintenance template, CEM, Business Objects reports, UDS reports and Performance Improvement Projects, Quality Improvement and Quality Assurance and any other plans or process to improve patient outcomes.
- Follows policies and procedures for the Clinical Laboratory and Henry J. Austin.
- Provides oversight to outside laboratory personnel, and reviews work completed by outside staff at all health center locations.
- Participate in the employee Health workflows

ADDITIONAL RESPONSIBILITIES:

- Assist with Spanish interpretation if bilingual in Spanish.
- Attend job related training as mandated
- Assists in arranging and participating in educational programs for patients on a monthly or necessary status.
- Completes Continued Education requirements to maintain licensure as directed by the NJ state board of nursing.
- Meets dress code standards, appearance in neat and clean.
- Maintains regulatory requirements.
- Reports to work on time and as scheduled; completes work within designated time.
- Wears identification while on duty; uses computerized punch time system correctly.
- Maintains patient confidentiality at all times.
- Completes in-services and returns in a timely fashion.
- Attends annual review and department in-services, as scheduled.
- Attends a minimum of ___10___ staff meetings annually; reads monthly staff meeting minutes.
- Represents the organization in a positive and professional manner
- Actively participates in performance improvement and continuous quality improvement (CQI) activities.
- Complies with all organizational policies regarding ethical business practices.
- Communicates the mission, visions and goals of the facility, as well as the focus statement of the department. Performs other duties and assumes other responsibilities as apparent and/or as assigned by Director of Nursing. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

REQUIREMENTS:

Completes Continued Education requirements to maintain licensure as directed by the NJ state board of nursing

EDUCATION & EXPERIENCE:

- Graduation from an accredited college with a degree in Nursing required and 1 yr of supervisory experience preferred.
- Graduation from an accredited school of nursing preferably associated degree program with a minimum of 2 yrs supervisory experience preferred.
- Two (2) years of experience as a Registered Nurse in a hospital, clinic, school system or other institution.
- Assumes other duties as assigned by supervisor

LICENSURE AND/OR CERTIFICATIONS:

- Must hold current and valid New Jersey Professional Nursing License.
- Must hold current certification in Basic Life Support.
- Complete Care Coordination and Transitional Management Course
- Ambulatory Surgery Technician Certification is required for employees who sterilize surgical and medical instruments. The employees who are required to sterilize instruments must pass the Certification Board for Sterile Processing and Distribution, INC. (CBSPD), Ambulatory Surgery Technician Exam within 6 months of hire.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER (KSAO's)

PHYSICAL & WORK REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the manual dexterity sufficient to operate phones, computers and other office equipment. The position requires the physical ability to kneel, bend, and perform light lifting. This person must have the ability to write and speak clearly using the English language to convey information and be able to hear at normal speaking levels both in person and over the telephone. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus. Generally, the working conditions are good with little or no exposure to extremes in health, safety hazards and/or hazardous materials.

Henry J. Austin Health Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, creed, color, national origin, ancestry, marital status, civil union, domestic partnership, affectional or sexual orientation, genetic information, sex, gender identity, disability or veteran status.