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| **JOB DESCRIPTION** | **DATE:** August 2012 | Page 1 of 7 |
| **Job Title: Adolescent and Young Adult Coordinator** | Non Exempt |  |
| Recommended by:  Elizabeth Bean RN  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, H/O Clinic Nurse Manager | Approved by:  Teresa Clark  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Medical Director  (if applicable)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Vice President | |
| Review Dates/Initials |  | |

**JOB SUMMARY**

The Adolescent and Young Adult Oncology program is a community initiative coordinated at Cook Children’s Medical Center – focused on addressing the needs of the growing population of oncology patients 15 – 40 years old, including biologically appropriate clinical care, developmentally appropriate cancer education and support, fertility preservation and peer support. The AYA Program Coordinator is a central member and change agent of the AYA Program team who demonstrates clinical expertise and leadership skills. This position requires positive energy and the ability to take ownership and strategically manage the AYA program to productive results. Requisite in this position is the ability to enjoy challenges, display independent problem-solving and consistent learning through sequential actions. The ability to be flexible in dynamic situation is strength in this position. The person filling this position also needs to have excellent interpersonal skills and be driven to achieve great team results through effectively communicating with, and motivating others. The Mission, Vision and Core values of Cook Children’s Health Care System are incorporated into all areas of practice.

**DUTIES AND RESPONSIBILITIES**

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| --- | --- | --- | --- | --- |
| A. | | ESSENTIAL JOB FUNCTIONS [EF] | % TIME SPENT | |
| 1. | **Utilize expert clinical skills in the advocacy and care of the AYA patient.**   * + Provide holistic, evidence-based, developmentally appropriate care to AYAs, identifying patient medical, psychosocial and resource needs and managing through referral to appropriate medical and support services.   + Accurately and timely documentation of patient interactions in both Meditech and the AYA database as needed.   + Serve as a navigator for patient though various departments and service lines; assist in coordination of care that supports safe clinical practice, patient comfort, and continuity of care for complex visits. Specifically facilitate fertility preservation education and services for AYAs.   + Serve aspatient advocate, identifying and assisting in removing barriers including health system, financial, physical, psychological, communication, informational or social barriers.   + Assess patient’s understanding and compliance with cancer care plan and empower patient with information, skills and resources when gaps identified, promoting self-advocacy and autonomy.   + Facilitate interaction and communication between patient and healthcare providers; inform and confer with physician or other team members regarding key medical issues and plans and any special needs or concerns of patient.   + Provide ongoing emotional support to patient and family through notes, phone calls and face-to-face visits.   + Work with child life, nurse managers, and volunteers to manage inpatient AYA physical spaces and activities | 30% |
| 2. | **Serve as expert resource for and educator of AYA issues to institution, community professionals and public**   * + Be enthusiastically and easily available to clinicians and public serving as articulate liaison on AYA specific issues   + Work with AYA team to develop and maintain a database of resources for patients   + Stay up-to-date with resources and maintain relationships with organizations offering AYA resources in community and nationally (eg scholarships, camps, wigs)   + Guide providers, new patient coordinators and families to institutional expertise in cancers that cross traditional age barriers (e.g. lung cancer in a child)   + Serve as resource for available clinical trials for AYA patients (e.g. trials managed by adult disease center suitable for patient seen in pediatric clinic). | 15% |
| 3. | **Develop and conduct research projects and teaching programs on AYA topics for a variety of audiences.**   * + Assist in development and implementation of health services and quality improvement research projects to continuously evaluate patient and provider needs. | 15% |
|  | * + Design and maintain written and web-based educational material and conduct teaching programs (workshops, conferences) on AYA topics for patients and their families and caregivers, including effective one-on-one teaching as needed   + Design and conduct teaching programs (workshops, conferences, etc.) on AYA topics for health care professionals (internal Cook Children’s and external community).   + Attend conferences, workshops and seminars; share information gained with colleagues. |  |
| 4. | **Perform administrative program management**   * + Coordinate AYA program meetings, tumor boards, educational events, workshops, support groups, retreats, etc.   + Work with institutional resources to develop and maintain a Cook Children’s AYA website and Facebook site   + Work with institutional resources to develop and utilize a AYA patient clinical database   + Assist with development and implementation of key business processes, and policies and procedures for new initiatives.   + Monitor, evaluate and report the progress of initiatives for quality, compliance and alignment with overall business plan.   + Assist in creation of marketing material and preparation of regular reports for development   + Serve as communication hub for program. | 25% |
| 5. | **Provide leadership in the formulation and achievement of goals.** | 15% |

* + Serve as a clinical and management resource to nursing staff and other members of the health care team throughout CCMC and community.
  + Assume a leadership role in defining goals and developing systems and work processes for the AYA program, the Department of Nursing and Pediatric Oncology.
  + Assume a leadership role in systematic and unit-based Quality Improvement Programs and initiatives in development of quality monitors, data collection, result reporting, and implementation of necessary changes.
  + Support research by incorporating findings into practice and education and participating in studies, as appropriate.
  + Act as a liaison to consortia / professional organizations

**ORGANIZATIONAL INTERACTIONS**

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| --- | --- | --- |
| CONTACTS WITH | PURPOSE | FREQUENCY |
| COOK CHILDREN’S staff outside the Department | **Patient care** | **Daily** |
| Patients and Families | **Patient care** | **Daily** |
| Physicians | **Patient Care** | **Daily** |
| Others: Vendors, "outside" agencies, etc. | **Education, Resource Referral, and Coordination of Patient Care** | **Weekly** |

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to:

Director of H/O Program

**QUALIFICATIONS**

**Education and Experience:**

1. Graduate of NLN accredited school of nursing.
2. Preferred Master’s degree.
3. Preferred 3-5 years recent experience as an RN in oncology.
4. Preferred experience in both pediatric and adult settings, or explicit experience with adolescents/young adults.

**Licensure, Registration, and/or Certification**

**Current permit or license to practice professional nursing in the State of Texas. Current BLS and PALS.**

1. Graduate of NLN accredited school of nursing.
2. Preferred Certification in Oncology Nursing, OCN, ACON, or CPON.

**PHYSICAL REQUIREMENTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| REQUIREMENT | AVG/MAX  WEIGHT (LBS) | YES | NO | HOW OFTEN? | RELATED EF  (SECTION A) |
| BENDING | **\*\*\*\*\*\*\*\*\*** | **Yes** |  | **Daily** | **1,2,5** |
| CARRYING | AVG= MAX= | **Yes** |  | **Daily** | **1,2,5** |
| CLIMBING | AVG= MAX= |  | **No** | **n/a** |  |
| CRAWLING | **\*\*\*\*\*\*\*\*\*** |  | **No** | **n/a** |  |
| DATA ENTRY | **\*\*\*\*\*\*\*\*\*** | **Yes** |  | **Daily** | **1,2,3,4,5** |
| DRIVING | **\*\*\*\*\*\*\*\*\*** |  | **No** | **n/a** |  |
| FILING | **\*\*\*\*\*\*\*\*\*** |  | **No** | **n/a** |  |
| HOLDING | AVG= MAX= | **Yes** |  | **Daily** | **1,2** |
| KNEELING | **\*\*\*\*\*\*\*\*\*** | **Yes** |  | **Daily** |  |
| LIFTING | AVG= MAX= | **Yes** |  | **Daily** | **1,2** |
| MANUAL DEXTERITY | **\*\*\*\*\*\*\*\*\*** | **Yes** |  | **Daily** | **1,2,3,4,5** |
| PUSHING/PULLING | AVG= MAX= | **Yes** |  | **Daily** | **1,2** |
| SITTING | **\*\*\*\*\*\*\*\*\*** | **Yes** |  | **Daily** | **1,2,3,4,5** |
| SORTING | **\*\*\*\*\*\*\*\*\*** | **No** |  |  |  |
| SQUATTING | **\*\*\*\*\*\*\*\*\*** | **Yes** |  | **Daily** | **1,2** |
| STANDING | **\*\*\*\*\*\*\*\*\*** | **Yes** |  | **Daily** | **1,2,3,4,5** |
| STOOPING | **\*\*\*\*\*\*\*\*\*** |  | **No** |  |  |
| TWISTING | **\*\*\*\*\*\*\*\*\*** |  | **No** |  |  |
| TYPING | **\*\*\*\*\*\*\*\*\*** | **Yes** |  | **Daily** | **1,2,3,4,5** |
| VISION | **\*\*\*\*\*\*\*\*\*** | **Yes** |  | **Daily** | **1,2,3,4,5** |
| WALKING | **\*\*\*\*\*\*\*\*\*** | **Yes** |  | **Daily** | **1,2,3,4,5** |
| WRITING (BY HAND) | **\*\*\*\*\*\*\*\*\*** | **Yes** |  | **Daily** | **1,2,3,4,5** |

**EQUIPMENT/MACHINERY USED TO PERFORM ESSENTIAL JOB FUNCTIONS**

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| --- | --- | --- |
| REQUIREMENTS | HOW OFTEN? | RELATED EF  (SECTION A) |
| **Computer equipment, AV equipment, telephone, fax, copier** | **Daily** | **1,2,3,4,5** |

**COMMUNICATION AND COGNITIVE ABILITIES REQUIRED**

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| --- | --- | --- | --- |
| ABILITY | YES | NO | RELATED EF  (SECTION A) |
| ANALYTICAL/LOGIC | **Yes** |  | **1-5** |
| DECISION MAKING | **Yes** |  | **1-5** |
| FOREIGN LANGUAGE |  | **No** |  |
| HEARING | **Yes** |  | **1-5** |
| MATHEMATICAL | **Yes** |  | **1-5** |
| READING | **Yes** |  | **1-5** |
| SPEAKING | **Yes** |  | **1-5** |
| SUPERVISORY/MANAGEMENT | **No** |  |  |
| WRITING | **Yes** |  | **1-5** |

**ENVIRONMENTAL DEMANDS**

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| --- | --- | --- | --- | --- |
| REQUIREMENTS | YES | NO | HOW OFTEN? | RELATED EF  (SECTION A) |
| STRESS (TIME, etc.) | **Yes** |  | **Daily** | **1-5** |
| NOISE | **Yes** |  | **Daily** | **1-5** |
| BLOOD BORNE PATHOGENS | **Yes** |  | **Daily** | **1-5** |
| CHEMICAL/RADIOACTIVE | **Yes** |  | **Daily** | **1-5** |