

## **UPMC Beacon Hospital**

### **Job Description**

<b>Job Title</b>	Patient Pathway Coordinator
<b>Department</b>	Nursing Administration
<b>Reports to</b>	Chief Nursing Officer
<b>Date</b>	August 2011

#### **Overall Purpose of Job**

We will provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

#### **Key Responsibilities and Deliverables**

Patient Flow Coordinator assists the patient throughout their hospital experience to ensure that care provided is holistic, efficient, and appropriate in regards to all members of the healthcare/ multidisciplinary team and while focusing on the person and family. Ensures the patient is actively participating in the decision making of their care with all appropriate team members, and advocates for education and follow through from team members if the patient requires clarification regarding disease process, treatment options, or plan of care. Participates with other departments to ensure the safe and efficient management of patient throughput.

The major responsibilities of the role are:

- Collaborating with patients and thier families, as well as the Consultants and associated health care team members to deliver care consistant with best Evidenced Based Practice.
- Responsible for organizing and facilitating patients course of care within Nursing Scope of Practice (as defined by An Bord Altranais) with the help of the patient and Consultant team.
- Analyzes clinical information and makes recomendations regarding appropriateness of care, keeping in mind the patients holistic needs and limitations.

- Assures that appropriate transition plan and education is in place prior to discharge, and liaises with Staff Nurse and Ward Manager to ensure delivery of such has been implemented.
- Maintains the financial integrity of the organization in the matrix of the plan, by decreasing waste, participating in multi-disciplinary rounds with the Consultants, helping to facilitate bi-weekly complex case rounds, and overseeing the pilot/ and implemented discharge programs to ensure accuracy in referrals of patients to that service.
- Coordinates with Physicians to assure clinical documentation supports holistic and clear plan of care and discharge readiness.
- As an ongoing process, assesses patients and their circumstances and attempts to review each admission by day 3; monitoring and documenting their plan goals at least twice during inpatient admission.

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### **Person Specification**

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• The minimum qualifications listed below are representative of the knowledge, skills and abilities needed to perform the position successfully. Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements such as licence/certification/registration. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.</li> <li>• Graduate of an accredited Bachelor's of Nursing Science degree program.</li> </ul>
<b>Experience</b> (Amount and Type)	<ul style="list-style-type: none"> <li>• A minimum of 3 years RN experience in an acute hospital setting.</li> </ul>
<b>Job Specific Competencies and Knowledge</b>	<ul style="list-style-type: none"> <li>• Current (and in good standing) license to practice as an RN by An Bord Altranais.</li> <li>• Must have an understanding of biological, social, and behavioral theory as well as human growth and development, and cultural awareness of diverse patient populations, normally acquired through the completion of a Bachelor's of Nursing Science degree.</li> <li>• Must possess adequate knowledge to perform clinical assessments; plan patient care, identify, and creatively plan and coordinate solutions to barriers that impede the delivery of the right care at the right time; and to educate and orient</li> </ul>

	<p>patients and families.</p> <ul style="list-style-type: none"> <li>• Experience with conflict resolution strategies and ability to negotiate and collaborate with members of healthcare team in order to provide patient centered care that is consistent with clinical standards and pathways of both the Beacon Hospital and An Bord Altranais.</li> </ul>
<b>Personal Competencies</b>	<ul style="list-style-type: none"> <li>• Ability to prioritize workload and to delegate appropriately to ancillary staff.</li> <li>• Ability to act independently, and to utilize critical thinking and problem solving skills.</li> <li>• The individual is a professional who seeks to positively represent the integrity of both the nursing profession and that of the institution and who makes a concerted effort to maintain and/or seek out competencies that help to maintain best practice methods.</li> </ul>

**This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.**

**Job Description received by employee**

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**Signature**

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**Date**

