

**LIBERTY HEALTH
DEPARTMENT OF NURSING
COMPETENCY BASED JOB DESCRIPTION**

TITLE: Cardiothoracic Coordinator
Reports to: Critical Care Manager
Department: Nursing

Employee Name: _____
Effective Date: August 2012
Revised Date: _____
Calendar Year: 2012

Education Requirements: BSN required; Masters degree preferred; Valid NJ Nursing License
Certifications: Specialty certification preferred

	RATING SCALE: √ the appropriate rating for each item.
N	NOVICE - demonstrates a basic understanding of normal and abnormal; identifies risks/benefits and potential implications of clinical situations; requires direct supervision of procedures and needs assistance with problem solving.
AB	ADVANCED BEGINNER – demonstrates sound knowledge base and able to identify patterns and relationships; able to incorporate data and begin to develop appropriate plans for patients; shows beginning technical competence although success with procedures may be inconsistent.
C	COMPETENT – demonstrates an expanding knowledge base with the ability to apply theoretical content; formulates reasonable plans which can be defended with scientific rationale; able to independently differentiate, prioritize, assess, and plan for common situations; seeks appropriate consultation and assistance for atypical situations; demonstrates mastery of technical skills with sound technique and consistent success.
P	PROFICIENT - demonstrates extensive knowledge base with analytical skills to process and integrate new knowledge; applies scientific principles to specific clinical situations and integrates multi-system implications; provides anticipatory surveillance and management of predictable events; demonstrates technical procedures proficiently under stress and/or in unusual circumstances; functions as a member of the team who is organized, focused on salient issues, and aware of personal limitations.
E	EXPERT - demonstrates an outstanding knowledge base with extensive knowledge of current research trends; able to constructively critique scientific knowledge and apply as appropriate to his/her own clinical practice; demonstrates technical expertise and performance; able to balance multiple demands and complex situations in a professional manner which facilitates communication and problem resolution
O	Not observed or Not applicable

Note: This tool is based on work of Patricia Benner (1984). From novice to expert: Excellence and power in clinical nursing practice.

Job Summary: Cardiothoracic Coordinator is a professional nurse competent in an assigned specialized field of nursing. She/he is responsible for the planning, coordination and evaluation of nursing activities as well as patient specific flow on designated units. She/He collaborates with the Critical Care Nursing Manager and the Chief of Cardiothoracic Surgery in planning, organizing, implementing and evaluating levels of delivery of patient care to cardiothoracic patients.

Performance Standards:

1. Customer Satisfaction – performs at best. Acts in the best interest of customers and the community. Is committed to improve service continuously	N	AB	C	P	E	O
◆ Looks out for customers who appear lost and offers assistance and intervenes to offset adverse impact						
◆ Lets visitors and patients have first priority when waiting or riding in elevator						
◆ Maintains confidentiality of all written and electronic information						
◆ Knocks and waits for a response before entering a patient room. Announces self and waits for response						
◆ Keeps voice low and refrains from social conversations in any customer area						
◆ Introduces self to customers with appropriate greeting, smile and good eye contact						
◆ Wears I.D. in such a way; that customers can easily read it, 100% of the time						
◆ When customers ask for assistance – respond pleasantly						
◆ Strives to answer the telephone in a timely manner						
◆ Keeps patients, visitors and physicians informed of potential and actual wait time						
◆ Responds to call lights/patient requests within 1 minute/responds within an agreed upon time						
◆ Respects the rights, property, and privacy of others						
◆ Complies with dress code policy						
Total Score:						

Comments:

2. Teamwork – Works together with team members. Takes pride and shares in everyone’s accomplishments

- ◆ Does part to be flexible and committed to department/unit team and other co-workers
- ◆ Never disagrees or places blame on co-workers in front of any customers
- ◆ Assists co-workers without being asked
- ◆ Positive work approach – adds to overall departmental morale
- ◆ Does not have excessive absence and / or tardiness
- ◆ Prepared to receive assignment at start of shift
- ◆ Participates in unit orientation programs by providing guidance and support to new employees

N	AB	C	P	E	O

Total Score:

Comments:

3. Duties and Responsibilities

- ◆ Assumes responsibility for clinical practice on designated units as evidenced by chart reviews, nurse manager feedback, observation, reports submitted to Critical Care Manager.
- ◆ Provides indirect care to selected patients, functioning as a role model for staff members.
- ◆ Assists and directs in the establishment of safe, clean and therapeutic environment for patients and families.
- ◆ Assists in the implementation of cardiothoracic ongoing education programs for the staff to improve nursing skills and competencies
- ◆ Assists the Critical Care Educator with the development of staff competencies, unit based orientation, coordination of in-services and delivery of continuing education related to cardiothoracic.
- ◆ Reviews and monitors patient records for compliance to prescribed treatment and medication
- ◆ Provision and coordination of nursing care includes collection and analysis of assessment data.
- ◆ Participates in specialty specific in performance improvement and quality improvement activities.
- ◆ Identification of expected outcomes and development of plan of care in collaboration with patient and family and other interdisciplinary team as appropriate.
- ◆ Evaluates the progress of patient/family toward attainment of outcomes and documents the process.
- ◆ Promotes and evaluates effective functioning of cardiovascular health care team and analyzing staff roles and responsibilities.
- ◆ Initiate patient/family education plan and collaborate with discharge planning according to individual needs of patients.

N	AB	C	P	E	O

Total Score:

Comments:

4. Initiative <ul style="list-style-type: none"> ◆ Exercises judgment to be creative, proactive, take initiative, accept responsibility and deliver results ◆ Demonstrates good utilization of time ◆ Problem solves within job scope limitations 	N	AB	C	P	E	O
Total Score:						
Comments:						
5. Adaptability <ul style="list-style-type: none"> ◆ Reacts positively to change ◆ Handles stressful situations effectively 	N	AB	C	P	E	O
Total Score:						
Comments:						
6. Professional Development / Competence <ul style="list-style-type: none"> ◆ The Nurse maintains standards for professional nursing practice in the clinical setting as defined by the American Association, NJ Board of Nursing and relevant national organizations ◆ Completes required department and system wide competencies ◆ Attends educational seminars, workshops and staff meetings pertaining to relevant areas of clinical or managerial skill development. ◆ Actively participates in unit bases / hospital Performance Improvement (PI) projects ◆ Exercises tact sensitivity, sound judgment and professional attitude when relating to patients/visitors and employees. 	N	AB	C	P	E	O
Total Score:						
Comments:						
7. Communication <ul style="list-style-type: none"> ◆ Adheres to the current HIPAA regulation concerning patient confidentiality. Provides for patient privacy; safeguards the privacy of patients medical information ◆ Documentation is legible, complete, accurate and in accordance with P&P ◆ Reports and documents potential adverse occurrences and communicates same to manager ◆ Communicates promptly with physicians and mid-level providers regarding patient conditions and responses to treatments ◆ Contributes to an environment that is conducive to clinical education of new employees. ◆ Communicates all pertinent patient information to oncoming shifts 	N	AB	C	P	E	O
Total Score:						
Comments:						

8. Safety <ul style="list-style-type: none"> ◆ Practices safety by observing established hospital policies and procedures; assures the safety and security of patients and staff at all times ◆ Demonstrates the safe use of equipment. Reports any equipment malfunctions or environmental hazards promptly and arranges for repair or correction 	N	AB	C	P	E	O
Safety – cont'd <ul style="list-style-type: none"> ◆ Follows hospital guidelines for medication safety and accountability ◆ Transcribes and countersigns physicians orders accurately and in a timely manner 	N	AB	C	P	E	O
Total Score:						
Comments:						
9. Leadership <ul style="list-style-type: none"> ◆ Provides directions and supervision to other health care members to ensure proper implementation of plan of care 	N	AB	C	P	E	O
Total Score:						
Comments:						
Working Conditions: An employee may be exposed to a variety of activities and conditions that place him/her at risk to exposure to certain diseases <ul style="list-style-type: none"> ◆ May be exposed to blood borne pathogens and bodily fluids ◆ May be exposed to a variety of electro-mechanical hazards ◆ May be exposed to hazards of flammable, and/or explosive gases ◆ May be exposed to outside elements (accidents, injuries, illness, death) ◆ May be exposed to varying and unpredictable situations ◆ May be exposed to occasional pressure due to multiple calls and demands for time Physical Demands: Individuals employed with the Nursing Division must be able to meet the physical demands identified below with or without reasonable accommodation <ul style="list-style-type: none"> ◆ Eyesight – Corrected vision 20/40 ◆ Hearing – Able to hear normal conversation and diminished sounds ◆ Speech – Able to talk clearly ◆ Strength – Able to perform required duties ◆ Physical Activity: Able to walk, stand, sit, lift, push, pull, carry, stoop, kneel and climb without restriction 						

**LIBERTY HEALTHCARE SYSTEM
DEPARTMENT OF NURSING**

Goals:

Manager comments:

Employee Comments:

Overall Score:

Unsatisfactory Below Standard Meets Standard Exceeds Standards Outstanding

Employee Signature: _____ **Date:** _____

Manager Signature: _____ **Date:** _____

Administrative Signature: _____ **Date:** _____