

**BEAUMONT HOSPITALS WJQ JOB OVERVIEW****Position Title:** Nurse Navigator**Organization Title:** Beaumont Hospital- GP**Div.:** 310 **R/C:** 76803 **Date:** 09/14/2016 **Completed By:** Deborah Kline Director/Care Mgt.

NAME

TITLE

**Reports To Position Title:** Director, Care Management**Briefly describe the purpose of the job.**

The Readmission Nurse Navigator (RNN) provides consistent care coordination throughout the continuum of care for patients, their families and caregivers. The main role of the RNN is to focus on patients with high potential for readmission (i.e. HF, pneumonia, COPD)

**A. LIST THE ESSENTIAL RESPONSIBILITIES. (If this is a supervisory/managerial position please include duties such as interviewing, hiring, evaluating performance, budget preparation, etc., if applicable.) Please specify the percentage of time (e.g., 50%, 10%, etc.) spent on each duty.**

- |   |      |
|---|------|
| 1. Triage and assess patient based on diagnosis. Compile an educational binder based on the specific diagnosis and needs. Collaborate and communicate with multidisciplinary teams to aid in assessing and managing patient care. Facilitate education and direction as needed. | 40 % |
| 2. Meet with patient, family and/or caregiver; act as liaison to outpatient supportive care services to assure seamless care throughout the healthcare continuum.   | 20 % |
| 3. Navigate the patient through the healthcare system to ensure a smooth transition. Support/facilitate education for the patient regarding disease specific needs.   | 10 % |
| 4. Conduct and document follow up phone calls.  | 10 % |
| 5. Coordinate with Care Management to facilitate arrangements for follow up care and communicate with referring physician involved.   | 10 % |
| 6. Participate in educational activities. Collaborate and actively participate in Process Improvement (PI) projects related to meeting the needs of patients and their families.  | 5 %  |

**B. LIST SUPPLEMENTAL/NON-ESSENTIAL RESPONSIBILITIES. Please specify the percentage of time (e.g., 2%, 5%, etc.) spent on each duty. Total(s) for this section and section A should equal 100% of the job's working time.**

- |   |       |
|---|-------|
| 1. Collect, enter and maintain all specified data for statistical analysis to support it's resources by patients, families, caregivers and community. | 5 %   |
| 2. Consistently demonstrates Beaumont Customer Service Standards  | 100 % |

**Total number of subordinate staff, if applicable:** \_\_\_\_\_ **(F.T.E.s)**

**Indicate any registration, licensure or certification required for the job. Please note whether it is required by law, by hospital policy or preferable but not formally required.**

Registered Nurse licensure by the State of Michigan

**Indicate any formal academic education/training required to perform the job.**

BSN degree from an accredited College or University.

Three to five years experience in acute care and home care nursing

**Indicate any special skills/talent (e.g., artistic, craft, writing skills, word processing skills, etc.) required to perform the job.**

Must demonstrate knowledge of the chronic disease management for both the patient and caregiver.

Must be flexible and able to work in an emotionally stressful environment.

**Indicate if there is anything unique or specialized about the job.**

**List internal/external contacts required of the job.**

INTERNAL

<u>Contact</u>	<u>Purpose of Contact</u>
1. Physician	Coordination of patient care
2. Nursing staff	Coordination of patient care
3.	Coordination of patient care and programs
4.	

EXTERNAL

<u>Contact</u>	<u>Purpose of Contact</u>
1.	
2.	
3.	
4.	

For HR Use Only

Organization: \_\_\_\_\_

Job: \_\_\_\_\_

Position: CN II \_\_\_\_\_

Paygrade: NN 8 \_\_\_\_\_

Form 525# & Eff. Date: \_\_\_\_\_

CCRG Review Date: \_\_\_\_\_