# ISSUED 8/1/2022

**REVISED**

# SUPERSEDES

# TITLE Transplant Coordinator CLASSIFICATION GRADE 06

# SPECIALTY GRADE 56

### BASIC FUNCTION AND RESPONSIBILITY

Coordinate patient care for the transplant patient population across the continuum and serve as the primary resource for the patient and referring provider throughout the transplant process. Use a multidisciplinary team approach for end stage organ disease patients, resulting in a comprehensive individualized plan of care to guide the patient through the multiple phases of transplant care. Responsible for participating in care plans and protocols that maintain compliance with multiple regulatory agencies including CMS, OPTN/UNOS and Joint Commission

#### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Gather pertinent medical information pre-clinic visit to anticipate patient needs for ongoing care and management of transplant requirements. Assimilates the data in a cogent manner and integrates this data into the EMR for the patient so it is available for all providers.

Using data driven decisions plans, coordinates, monitors, and documents in the EMR, patient care across the continuum of solid organ transplant process.

Present patients at care conferences, communicate with all stakeholders (patients, referring providers, consulting services, etc.) pend orders following protocols and guidelines, review diagnostic testing results and communicate as appropriate with attending physicians.

May participate in local, regional, and national conferences in relation to care of transplant patients or program issues.

Completes necessary documentation according to the Organ Procurement and Transplantation Network guidelines including listing, status changes and post-transplant/donation follow-up information.

Provides complete and timely communication with external providers/agencies to assist the patient through many transitions of care.

Provides the Financial Counselors the documentation needed for prior authorization for transplantation

Fully participates in the systematic review of protocols as they pertain to the transplant population.

Provides patient education that is in depth and meets not only regulatory agency standards but patient’s unique needs.

Serve as the primary resource for the patient and their family throughout the transplant process.

Attends and participates in multidisciplinary rounds, and educational offerings in the department

Educates other nurses, such as inpatient nurse and other multidisciplinary team members about patient care issues to promote positive outcomes for transplant patients. Observes for patterns of variation from the plan of care and facilitates corrective actions as part of the quality process.

Assists the social worker to ensure adequate medical information is provided for entitlement/categorical program applications to be completed.

After six months, provides on-call coverage, including coordination of activities prior to transplant, and as medical triage for outpatients in collaboration with the physician on-call. Coordinates transplantation process when a donor is available, including communication between physicians, local organ procurement organization, patient/families and the medical team involved.

*In addition to the duties and responsibilities noted above, the position description must include statements from*[*UI Health Care Core Values (WECARE)*](https://uihc.org/mission-vision-and-core-values)*for Health Care positions or*[*Universal Competencies*](https://hr.uiowa.edu/careers/competencies/universal-competencies)*for all other positions.*

##### SUPERVISION RECEIVED

Supervision is received from the Chief Administrative Officer, Director, Associate Director, Manager.

##### SUPERVISION EXERCISED

Provide clinical supervision and evaluation of patient care related to specialty.

#### QUALIFICATIONS

A Baccalaureate degree in Nursing is required.

Reasonable (1-3 years) nursing experience is required.

Current license to practice nursing in Iowa is required.

Excellent written, and verbal communication skills are required.

Experience and skills with electronic health record is required.

Demonstrated expertise in specific clinical area of practice is preferred.