



JOB DESCRIPTION

TITLE: Bariatric Program Coordinator
DEPARTMENT: Surgical Services
REPORTS TO: Director of Surgical Services
FLSA: Exempt

SUMMARY OF JOB:

Plan, implement, and coordinate seven requirements of American Society for Metabolic and Bariatric Surgery (ASMBS) and American College of surgeons (ACS) throughout the hospital and clinic for CH designation as a Metabolic and Bariatric Surgery Accreditation Quality Improvement Program.

RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

1. Manages the institutional Commitment to Excellence by:
 - a. Connecting with ACS as possible through phone, Internet and website. Begin application for ACS Level 2 – New Program designation. Set up electronic files to record all required documentation for use in the appropriate program for which CH will qualify.
 - b. Reviewing BSCN Data Registry input, assuring database compliance, coordinate annual data validation during site visits by ACS
 - c. Facilitating/leading hospital bariatric program Multidisciplinary Task Force, ensuring coordinated comprehensive program to include nurses, dietitians and physician extenders.
 - d. Completes the approval process for ACS designation.
 - e. Maintaining ASMBS memberships for surgeons and self.
 - f. Presenting updated ASMBS/ACS guidelines to Credentials Committee, organizing surgeon case lists and compliance every two years.
 - g. Monitoring Bariatric Surgical Safety protocols, SCIP Core measures, evaluating BSCN data and developing CQI process improvement programs annually.
 - h. Assisting in the development of staff education for departments (Bariatric Clinic, ED, EW, Perioperative Service, Radiology, and ICU); recognizing complications signs/symptoms; completing sensitivity training and safe patient handling/movement in cooperation with CNS and Performance Tracker.

2. Coordinates the surgical experience and volume by monthly review of outcome measures to monitor composite quality performance index.
3. Develops and updates required manuals, policies and procedures, pathways, order sets and standards across departments as related to the bariatric surgery patient; keeping current with treatment options and outcomes.
4. Ensures responsive critical care support by meeting regularly with ICU, ED and Radiology for communication, problem identification and resolution.
5. Maintains comprehensive pathway outlining the continuum care of the bariatric surgery patient including
 - a. informed consent,
 - b. patient education seminar to surgery and beyond,
 - c. surgeon office visit referral appointments and insurance preauthorization,
 - d. Perioperative care to include anesthesia and airway management, standard operating procedures, post op care complication recognition and routine follow up.
6. Develops and coordinates outreach programs
 - a. Plan, organize, and evaluate Weight Loss surgery Options as CH seminars locally and within outreach areas (current "Meet the Surgeon Seminars"). Include onsite management, marketing, educational materials, speaker coordination, and follow up to program navigator for smooth transition to clinic service, surgery and beyond; review program and make necessary changes.
 - b. Develop and maintain bariatric partnerships with outlying hospitals to assist patients to get surgery at CH and have pre and post-operative care and support in the home community.
7. Other duties as assigned.

EDUCATION

Bachelor's degree in nursing required. Previous proven experience and expertise in Bariatric Surgery including scheduling, insurance authorizations, and pre-surgical testing with a minimum five years in healthcare services preferred. Previous leadership experience required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree in nursing required. Previous proven experience and expertise in Bariatric Surgery including scheduling, insurance authorizations, and pre-surgical testing with a minimum five years in healthcare services preferred. Previous leadership experience required.

OR

equivalent combination of education and experience.

SPECIAL SKILLS:

10-key (by touch)

CERTIFICATES/LICENSES:

Current ACLA/BCLS

LANGUAGE SKILLS:

Must be able to speak, read and write English. Ability to read and interpret documents such as physician orders, medical charts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, patients, patient's family and other employees of organization. Able to work in a team-oriented environment.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

INTERPERSONAL SKILLS:

Demonstrates exceptional customer service skills using the "Whatever It Takes" philosophy; builds relationships and proactively respects others. Requires adaptability with regular interpersonal contact.

DECISION MAKING ABILITY:

Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with a manager.

ANALYTICAL ABILITY:

Apply basic business or technical principles to routine and moderately complex problems. Concentrates and pays close attention to detail.

COMPUTER SKILLS:

To perform this job successfully, an individual should be computer-literate and have working knowledge of Microsoft Office applications.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; have manual dexterity; handle or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:

Attends annual compliance and privacy training.

Responsible for complying with all federal, state and local rules and regulations.

Must comply with the Code of Conduct Guide.

Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.

Reports any conflict of interest or relationship immediately.

HIPAA:

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

RESTRICTED ACCESS: A workforce member with restricted access will have limited access to protected health information as described in the job description only as needed to perform job duties. A workforce member in this category may not access a patient’s entire record, except when the access is specifically identified as the amount that is reasonably necessary to perform the staff person’s job duties.

UNRESTRICTED ACCESS – A workforce member with unrestricted access will have full access to protected health information, including a patient’s entire record, for accomplishing intended purposes.

NO ACCESS - a workforce member whose job duties do not require any access to protected health information will be prohibited access. However, a staff person with no access may, in the performance of his or her duties, be exposed to incidental use and disclosure.

Final Section I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

Employee Name & Signature

Date

Supervisor Name & Signature

Date