COPA CENTRAL OREGON PEDIATRIC ASSOCIATES	**JOB DESCRIPTION** **PEDIATRIC RN CARE COORDINATOR**
REPORTS TO: Clinical Nurse Manager	**Employment Status: Full Time / Hourly / Non-Exempt**

POSITION SUMMARY: The Pediatric RN Care Coordinator is a collaborative member of the primary health care team and is responsible for coordinating care for a panel of children and their families to maximize the potential of the child and provide them with optimal healthcare. Care coordination may involve but is not limited to the following: utilizing the nursing process of assessment, planning, intervention and evaluation; preventative health education; chronic disease management and education; support for physician visits, planning treatment strategies; coordinating visits with specialists; organizing care to avoid duplication of diagnostic services; sharing information among health care professionals and other community agencies; facilitating access to services; and ongoing reassessment and refinement of the care plan.

ESSENTIAL FUNCTIONS:

- Manages the care of complex patients using evidence-based practice.
- Facilitates communication between physicians and other team members.
- Works cooperatively with other members of the treatment team, social service agencies and public agencies.
- Provides telephone case management to patients and their families.
- Provides patient teaching about preventative health and chronic disease management.
- Participates in Quality metrics documenting and tracking.
- Provides telephone triage for patients within the assigned panel.
- Care Plan development, implementation and maintenance.
- Calculation of dosages and administers medications accurately.
- Forecasts, administers and documents immunizations.
- Participates in the development of patient education materials.
- Participates in patient conferences and primary health care team meetings.
- Follow up to patients with complex medical needs.
- Participates and represents COPA at community meetings and educational events.
- Other duties as directed by the direct supervisor.

QUALIFICATIONS:

Education and Licensure: Graduation from an accredited RN program; Current Oregon RN Licensure; BSN preferred

Experience: Minimum of three years nursing experience required; pediatric experience and pediatric case management preferred

Specialized Skills and Knowledge: Excellent interpersonal communications skills and the ability to interact with a diverse population**;** superior nursing process skills; strong analytical, problem solving and decision making skills; ability to make independent nursing judgments, and prioritize workload; knowledge of available community services; ability to multi-task and work independently; and must have experience in computer applications, specifically electronic medical record systems and MS Office.

Physical Requirements: Blood-Borne Pathogen Exposure Category and while performing the duties of this job, the employee is frequently required to sit, use the phone and reach with hands and arms. The employee must frequently lift and or move up to 20 pounds.

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Employee Name (Print) **Human Resources Representative**

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Employee Signature	Date