



**DukeMedicine**

**Division of Cellular Therapy**

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Adult Blood and Marrow Transplant Coordinators

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## **ABMT-GEN-009**

### **ADULT BLOOD AND MARROW TRANSPLANT COORDINATOR**

#### **1 OCCUPATIONAL SUMMARY**

- 1.1 The ABMT Transplant Coordinator provides clinical expertise to adults, ages 18-65+ yrs., referred for bone marrow or stem cell transplantation. In addition, s/he actively participates in the professional development of nursing staff. The ABMT Transplant Coordinator is an integral member of the ABMT interdisciplinary team collaborating with his/her colleagues to improve outcomes in the physical, psychosocial, emotional, spiritual, and educational domains of the adult bone marrow transplant patient and family. The ABMT Transplant Coordinator contributes to excellence in patient care, research, teaching, and in providing leadership to the organization.

#### **2 REQUIRED QUALIFICATIONS/EDUCATION/TRAINING/LICENSURE:**

- 2.1 Position requires current North Carolina Registered Nursing or Physician Assistant Licensure. A minimum of 2 years' experience in oncology, preferably with one year in bone marrow transplant required.

#### **3 DEPARTMENTAL JOB RESPONSIBILITIES AND STANDARDS**

- 3.1 Coordinator - provide clinical expertise in coordinating the evaluation of new patients entering the Duke Adult Blood and Marrow Transplant (ABMT) program.
- 3.1.1 Standards
- 3.1.1.1 In collaboration with the MD screen all patient referrals for appropriateness of ABMT; assess availability of donors and screen as applicable.
  - 3.1.1.2 Develop tools and materials to use in orienting and educating all new patients and families about Duke ABMT process.
  - 3.1.1.3 Schedule and coordinate all necessary diagnostic and laboratory tests for pre-transplant work-up; obtain results and document appropriately; schedule work-ups specific to disease entity.
  - 3.1.1.4 Assess, schedule and coordinate patient/donor home health needs.
  - 3.1.1.5 Utilize comprehensive assessment skills to evaluate patient/donor results; collaborates findings with healthcare team.
  - 3.1.1.6 Arrange necessary pre-transplant surgical, interventional and diagnostic procedures including central line placement;

- coordinate other procedures with advanced practice providers and the other members of the healthcare team.
    - 3.1.1.7 Complete all pre-transplant teaching prior to admission for transplantation.
    - 3.1.1.8 Participate in discharge plan of care beginning at time of work-up and continuing throughout the transplant process.
    - 3.1.1.9 Telephone triage including, but not limited to: patient and referring MD calls, general inquiries and long-term follow-up.
  - 3.2 Teacher and Coach
    - 3.2.1 Standards
      - 3.2.1.1 Assess educational needs of the ABMT patient and families and design and implement appropriate educational interventions. (Disease/transplant specific).
      - 3.2.1.2 Assess educational needs of nursing staff caring for ABMT patients.
      - 3.2.1.3 Teach, coach, and support educational programs for the DUH nursing staff and other health care providers.
      - 3.2.1.4 Role model and precept healthcare learners.
  - 3.3 Research Utilization
    - 3.3.1 Standards
      - 3.3.1.1 Utilize evidence-based decision-making in clinical practice
      - 3.3.1.2 Educate patient and family about clinical trials, risks/benefits, protocols, and informed consent for ABMT.
      - 3.3.1.3 After MD has determined appropriate protocol and patient eligibility, meet with patient to review specific protocol, ABMT process, risks, benefits, and anticipated outcomes.
      - 3.3.1.4 Review the informed consent with the patient and assist in obtaining all necessary consents to proceed with ABMT process. Provide copies of signed consents to patient/family, data management team, and chart.
      - 3.3.1.5 Identify problems adversely affecting the patient, research and/or care process, and initiate actions for resolution.
      - 3.3.1.6 Serve as a protocol, research and/or care resource for members of the transplant and non-transplant teams.
      - 3.3.1.7 Participates in interdisciplinary quality improvement and/or research activities.
      - 3.3.1.8 Participate in measuring and documenting outcome measures demonstrating value of ABMT Transplant Coordinator role to customers.

3.4 Serves as a Consultant

3.4.1 Standards

- 3.4.1.1 Participate in the development of standards of care/practice guidelines/policies and procedures/care maps/protocols for ABMT patient population and program.
- 3.4.1.2 Serve as consultant to referring MDs and local institution.

3.5 Professional Role and Development

3.5.1 Standards

- 3.5.1.1 Role Models professional qualities through conduct, communication, dress, leadership, critical thinking and problem solving skills.
- 3.5.1.2 Attends and participates in weekly ABMT educational offerings.
- 3.5.1.3 Participates in at least one professional organization.
- 3.5.1.4 Enhances the body of knowledge of nursing/medicine or adult bone marrow transplantation through the following list of suggested projects: written publications, oral presentations, posters, continuing education, etc.
- 3.5.1.5 Attains certification in area of specialization, if appropriate.
- 3.5.1.6 Maintains all professional requirements for licensure and certification.

**Signature Manifest****Document Number:** ABMT-GEN-009**Revision:** 03**Title:** Adult Blood and Marrow Transplant Coordinators**ABMT-GEN-009 Adult Blood and Marrow Transplant Coordinators****Author Approval**

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