



## PEDIATRIC BLOOD AND MARROW TRANSPLANT PROGRAM

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Pediatric Blood and Marrow Transplant Coordinator Nurse Clinician

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# **PBMT-GEN-007**

## **PEDIATRIC BLOOD AND MARROW TRANSPLANT**

### **COORDINATOR NURSE CLINICIAN**

#### **1 PURPOSE**

- 1.1 To outline the role of the Coordinator Nurse Clinician in the Duke Pediatric Transplant and Cellular Therapy (PTCT) Program.

#### **2 INTRODUCTION**

- 2.1 The Coordinator Nurse Clinician is an integral member of the program's interdisciplinary team and of the Center for Advanced Practice, collaborating with his/her colleagues to improve outcomes in the physical, psychosocial, emotional, spiritual, and educational domains of the program's patient and family.

#### **3 SCOPE AND RESPONSIBILITIES**

- 3.1 Occupational Summary
  - 3.1.1 The Coordinator Nurse Clinician provides clinical expertise to children ages 0-21 years referred for bone marrow or stem cell transplantation, cellular therapies, and thymus implantation. In addition s/he actively participates in the professional development of nursing staff. The Coordinator Nurse Clinician contributes to excellence in patient care, research, teaching, and in providing leadership to the organization.
- 3.2 Required qualifications/education/training/licensure
  - 3.2.1 Position requires current North Carolina Registered Nursing Licensure. Bachelors of Science in Nursing preferred. Minimum of 3 years of experience in pediatric oncology nursing, preferably with one year in pediatric transplant and cellular therapy.

#### **4 DEFINITIONS/ACRONYMS**

- 4.1 DUHS Duke University Health System
- 4.2 GVHD Graft Versus Host Disease
- 4.3 OSHA Occupational Safety and Health Administration
- 4.4 PTCT Pediatric Transplant and Cellular Therapy

#### **5 MATERIALS**

- 5.1 N/A

#### **6 EQUIPMENT**

- 6.1 N/A

#### **7 SAFETY**

- 7.1 N/A

## 8 PROCEDURE

### 8.1 Departmental Job Responsibilities and Standards

8.1.1 Nurse Clinician - provide clinical expertise in coordinating the evaluation of new patients entering the PTCT system.

#### 8.1.1.1 Standards:

- 8.1.1.1.1 Screen all patient referrals for appropriateness of transplant; assess availability of donors and screen as applicable. Each are performed in collaboration with the corresponding attending physician.
- 8.1.1.1.2 Schedule new patients for initial consultation with attending physicians and team members.
- 8.1.1.1.3 Develop tools and materials to use in orienting and educating all new patients and families about program process.
- 8.1.1.1.4 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.
- 8.1.1.1.5 Assess, schedule and coordinate patient/donor home health needs, when applicable.
- 8.1.1.1.6 Utilize comprehensive assessment skills to evaluate patient/donor results; collaborate findings with healthcare team.
- 8.1.1.1.7 Arrange necessary pre-transplant surgical, interventional and diagnostic procedures including central line placement; coordinate other procedures with nurse practitioner and healthcare team.
- 8.1.1.1.8 Complete all pre-transplant teaching prior to admission for transplantation (including but not limited to: inpatient unit policies and guidelines, bone marrow function, blood counts, nutrition, chemotherapy, radiation therapy, side effects, risks, Graft Versus Host Disease (GVHD), supportive care, and prophylaxis medications).
- 8.1.1.1.9 Assist with medical clearance and follow-up of transplant donors.
- 8.1.1.1.10 Participate in discharge plan of care at time of work-up, when applicable.

- 8.1.1.1.11 Telephone triage including but not limited to: new patient referrals, general inquiries and long-term follow-up, when applicable.
- 8.1.1.1.12 Role models competence in advanced nursing skills.
- 8.1.1.1.13 Identify psychosocial barriers and needs, and communicate as appropriate to program social workers on individual basis and during weekly psychosocial rounds.
- 8.1.1.2 Teacher and Coach Standards
  - 8.1.1.2.1 Assess educational needs of the patient and families and design and implement appropriate educational interventions (Disease specific).
  - 8.1.1.2.2 Assess educational needs of nursing staff caring for patients.
  - 8.1.1.2.3 Teach, coach, and support educational programs for the Duke University Health System (DUHS) nursing staff and other health care providers.
  - 8.1.1.2.4 Role model and precept healthcare learners through contractual agreements.
- 8.1.1.3 Research Utilization
  - 8.1.1.3.1 Utilize evidence-based decision-making in clinical practice.
  - 8.1.1.3.2 Educate patient and family about clinical trials, risks/benefits, protocols, and informed consent.
  - 8.1.1.3.3 After the physician has determined the appropriate protocol and patient eligibility, meet with patient (age appropriate) and parents to review the specific protocol, program processes, risks, benefits, and anticipated outcomes.
  - 8.1.1.3.4 Review the informed consent with the parents, and assist in obtaining all necessary consents to proceed with process. Provide copies of signed consents to family, research coordinator, the electronic medical record and patient's chart.
  - 8.1.1.3.5 Identify problems adversely affecting the patient, research and/or care process, and initiate actions for resolution.

- 8.1.1.3.6 Serve as a protocol, research and/or care resource for members of the transplant and non-transplant teams.
- 8.1.1.3.7 Participate in program clinical research by data collection and documentation of findings from the pre- evaluation.
- 8.1.1.3.8 Participate in interdisciplinary quality improvement and/or research activities.
- 8.1.1.3.9 Participate in measuring and documenting outcome measures demonstrating value of Nurse Clinician Coordinator role to customers.
- 8.1.1.4 Serves as a Consultant
  - 8.1.1.4.1 Participate in the development of standards of care/practice guidelines/policies and procedures/care maps/protocols for this patient population and program.
  - 8.1.1.4.2 Provide consultative services based upon clinical expertise in pediatric bone marrow transplantation for other health care providers in the Duke University Health System.
  - 8.1.1.4.3 Serve as consultant to referring physician and local institution.
- 8.1.1.5 Professional Role and Development
  - 8.1.1.5.1 Model Clinical Advance Practice through conduct, communication, dress, leadership, critical thinking and problem solving skills.
  - 8.1.1.5.2 Participate in at least one professional organization.
  - 8.1.1.5.3 Enhance the body of knowledge of nursing or pediatric bone marrow transplantation through the following list of suggested projects: written publications, oral presentations, posters, continuing education, etc.
  - 8.1.1.5.4 Attain certification in area of specialization if appropriate.
  - 8.1.1.5.5 Maintain all professional requirements for licensure and certification.

## 8.2 Performance Factors

### 8.2.1 Dependability

- 8.2.1.1 Follow institution's attendance and punctuality policies.
- 8.2.1.2 Complete assigned tasks in an efficient manner.

- 8.2.1.3 Work well under pressure and use time effectively.
- 8.2.1.4 Adhere to the institution's confidentiality practices and policies.
- 8.2.1.5 Accept responsibility for own actions and outcomes.
- 8.2.1.6 Attend program bi-weekly interdisciplinary meetings.
- 8.2.2 Continuous Improvement
  - 8.2.2.1 Cooperate and participate in improving work processes in the work environment.
  - 8.2.2.2 Demonstrate flexibility in response to new or improved work processes.
  - 8.2.2.3 Actively participates in professional development and uses newly learned skills.
  - 8.2.2.4 Adapt to and willing to accept new or additional responsibility.
  - 8.2.2.5 Embrace new ideas and learn new aspects of job.
  - 8.2.2.6 Keep abreast of new developments in field.
- 8.2.3 Safety
  - 8.2.3.1 Follow departmental/institutional safety standards.
  - 8.2.3.2 Report safety hazards to supervisor in a timely manner.
  - 8.2.3.3 Contribute to action plans to avoid potential dangers.
  - 8.2.3.4 Include age-specific considerations as appropriate.
- 8.2.4 Teamwork
  - 8.2.4.1 Work cooperatively with other co-workers to accomplish goals.
  - 8.2.4.2 Effectively share information on available resources in the department.
  - 8.2.4.3 Volunteer for internal and external committees.
  - 8.2.4.4 Communicate with team members.
  - 8.2.4.5 Develop positive and productive relationships with other team members.
  - 8.2.4.6 Work collaboratively with other departments.
- 8.2.5 Customer Service
  - 8.2.5.1 Consistently demonstrate concern and courtesy.
  - 8.2.5.2 Use effective interpersonal skills with customers.
  - 8.2.5.3 Anticipate and identify customer needs and responds appropriately.
  - 8.2.5.4 Deliver answers or solutions in a timely and tactful manner.

- 8.2.5.5 Recognize and manage customer's discomfort (physical or emotional) with sensitivity and empathy.
- 8.2.5.6 Use age-appropriate communication techniques.
- 8.2.6 Maintaining mutual Respect and Diversity
  - 8.2.6.1 Treat co-workers and customers with dignity and respect.
  - 8.2.6.2 Is open and responsive to the diverse experiences and backgrounds of other people.
  - 8.2.6.3 Demonstrates respect and appreciation for individual and cultural differences and age-specific relationships.
  - 8.2.6.4 Adheres to and reinforces institution's values and policies regarding equal treatment and respect for individuals.
  - 8.2.6.5 Demonstrates respect for different job abilities.
- 8.3 Working Conditions
  - 8.3.1 Physical and mental requirements
    - 8.3.1.1 **Able to** communicate clearly with patients, families, visitors, healthcare team, physicians, administrators, leadership, and others.
    - 8.3.1.2 **Able to** use sensory and cognitive functions to process and prioritize information, perform health assessments, treatment, and follow-up.
    - 8.3.1.3 **Able to** use fine motor skills.
    - 8.3.1.4 **Able to** record activities, document assessments & interventions; prepare reports and presentations.
    - 8.3.1.5 **Able to** use computer and learn new software programs.
    - 8.3.1.6 **Able to** provide leadership in clinical area of expertise and in meeting organizational goals.
    - 8.3.1.7 **Able to** navigate the Hospital and DUHS to provide clinical expertise to specific patient populations.
    - 8.3.1.8 **Able to** withstand prolonged standing and walking with the ability to move or lift at least fifty pounds.
    - 8.3.1.9 **Able to** remain focused and organized.
- 8.4 Work Environment
  - 8.4.1 The work environment involves risk discomforts that are typical of an acute care setting to include working with patients under isolation and universal precautions. It requires safety precautions, ongoing education and health risk monitoring. Contact with specimens, chemicals, sharps; radiation, technical equipment and fumes are possible. Employees are required to wear personal protective attire according to hospital policies and Occupational Safety and Health Administration (OSHA) guidelines.

The work activity and patient acuity levels can create a stressful atmosphere.

## **9 RELATED DOCUMENTS/FORMS**

9.1 N/A

## **10 REFERENCES**

10.1 N/A

## **11 REVISION HISTORY**

<b>Revision No.</b>	<b>Author</b>	<b>Description of Change(s)</b>
06	S. McCollum	<ul style="list-style-type: none"><li>• Section 8.1.1 updated to include “assist with medical clearance and follow-up of transplant donors”.</li><li>• Throughout: PBMT language updated to PTCT.</li></ul>

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