

**CLINICAL COORDINATOR
SPECIALIST-ACUTE
SPINE INJURY**

Job Code: 1738

Level: 13

Job Family: Clinical Technical/Professional II

Revised Date: 04/13/03

FLSA: Exempt

Occupational Summary:

Coordinate administrative and clinical activities related to the treatment of neurosurgery patients as performed by the Spinal Cord Injury Team of Duke University Medical Center; coordinate the Heart Transplant Program.

Work Performed:

Coordinate and participate in the interviewing process to obtain medical, personal, social and environmental information from patients, families and other concerned parties to ensure total patient care from the onset with illness and or injury through acute care and rehabilitation.

Establish and maintain liaison between the patient's family and the treating physicians; define complex medical and surgical diagnoses and therapeutic procedures to the patients and their families to allay fears and to obtain cooperation in gaining the maximum benefit from prescribed treatment.

Evaluate collected data regarding the medical or psychiatric plan of treatment, available social service programs and knowledge of casework or group work.

Participate in clinical rounds, meetings, conferences, consultations and educational programs designed to increase knowledge and to improve patient care and staff performance; serve as a consultant to physicians and staff members regarding services in the specialty area.

Develop and coordinate in-service educational programs for the Spinal Cord Injury Team, Heart Transplant Program, psychology interns and support staff; develop therapeutic programs to assist patient and family adjust to problems associated with acute hospitalization.

Assist in the development of procedures and guidelines as needed .

Prepare reports and analyses setting forth progress, adverse trends and appropriate recommendations or conclusions.

Plan and implement therapeutic programs to assist patients and their families, through individual or group conferences, to understand, accept and follow therapy plans.

Maintain liaison with various local and regional health care agencies.

Assist physicians in performing direct patient care upon request.

Perform other related duties incidental to the work described herein.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification.

This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

MINIMUM HIRING SPECIFICATIONS
CLINICAL COORDINATOR SPECIALIST-ACUTE SPINE INJURY
Job Code 1738, Job Level 13, Job Family 10

EDUCATION/TRAINING

EXPERIENCE

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE

SKILLS

