

## TRANSPLANT COORDINATOR

**Job Code:** 2818

**Level:** 70

**Job Family:** Nursing Administrative &  
Ambulatory Care

**Effective Date:** 04/01/03

**FLSA:** Exempt

---

### Occupational Summary:

Coordinate solid organ (heart, lung, heart-lung, liver, kidney, and pancreas) transplantation of all pediatric and adult organ recipients. This requires attention to detail and effective communication and documentation with numerous physicians, organ procurement agencies, Operating Room (O.R.), Intensive Care Unit (ICU) and Emergency Department (ED) staff, the patient and the patient's family. Must be available 24 hours per day/7 days per week to coordinate a solid organ transplant. Provide follow-up and care across the continuum from pre-transplant, during transplant and post transplant.

### Work Performed:

Provide advanced nursing care for patients before and after solid-organ transplantation including heart, kidney, kidney-pancreas, liver and lung along the continuum of outpatient to inpatient 24 hours a day/7 days a week.

Coordinate evaluation process for pre-transplant (referral) patients to ensure effective use of hospital and clinical resources.

Assess post-transplant organ function and general health status and collaboratively determines need for additional assessment or intervention.

Facilitate the scheduling of studies or procedures for diagnostic purposes utilizing fiscal responsibility for patient and hospital costs.

Participate in the development and implementation of protocol and standards of care for the transplant patient in collaboration with the multidisciplinary team.

Assist nurses and other staff to assess, plan, implement and evaluate the care of the transplant patient.

Monitor the process and outcomes of routine care to determine quality improvement need.

Provide on-call coverage, including coordination of activities prior to transplant, and as medical triage for out patients in collaboration with the physician on-call.

Coordinate transplantation process when a donor is available (24 hours/7days a week) including communication between physicians, local organ procurement organization, patient/families and the medical team involved including ED, OR, ICU (SICU, ACU), blood bank and histocompatibility labs.

Complete necessary documentation according to the United Network of Organ Sharing (UNOS) guidelines including listing, status changes and post-transplant follow-up information.

Communicate with multidisciplinary team members, patients and families in a timely manner in regard to patient care/issues.

Collaborates with PRM and other team members in coordinating discharge plans for patients pre-transplant or post-transplant including referral to Home Health/IV Therapy/Hospice/Rehabilitation/SNF.

Communicate with insurer Case Manager on an as needed basis.

Refer patients or families for assistance utilizing health system and communicate resources as appropriate.

Maintain patient transplant record with current data to facilitate communication.

Plan nursing care and medical procedures with fiscal responsibility by working collaboratively with transplant administrators, financial coordinators, DUH utilization review and third-party Case Managers.

Educate patients along the continuum to assist understanding of processes and procedures surrounding pre-and post-transplant issues.

Develop patient education materials or identifies external resources that are appropriate for patient education in all phases of transplantation care.

Educate nurses and other multidisciplinary team members about patient care issues to promote positive outcomes for transplant patients.

Provide education and consultation about transplantation, and organ donations for the Duke Health System, public organizations or referral centers/practices.

Serve as resource person/preceptor in organ transplant for graduate and undergraduate nursing programs.

Participate or lead team conferences, rounds, or meetings in relation to care of the transplant patient or program issues.

Interpret research and published data to nursing staff and colleagues concerning current issues in transplantation including those of a clinical, legal, ethical and economic nature.

Incorporate research relating to the care of transplant patients into evidence-

based practice while collaboratively determining appropriateness with the medical team.

Identify areas for study and participates in and/or designs and conducts research.

Disseminate findings or information through professional publications and/or presentations.

Serve as a consultant to nurses and other health care professionals regarding the care of the organ transplant patient.

Advise referring physicians/nurses in the care of patients in collaboration with the surgical and medical teams.

Serve as a community consultation resource through media, telephone and transplant Internet links for information about transplantation and organ donation.

Consult with unit leadership to resolve issues relating to transplant patients.

Role model advanced practice professional nursing through conduct, appearance, communication, mutual respect, leadership, ethical decision-making, critical thinking, and problem-solving skills.

Communicate effectively to maintain positive working relationships and achieve desired outcomes.

Supports and participates in the strategic plan for Duke University Health System (DUHS), Department of Nursing, and Department of Advanced Practice Nursing.

Participates in unit, departmental and hospital-wide committees, task forces or meetings as indicated by role appropriateness.

Demonstrate responsibility for professional practice through active participation in a professional organization, a minimum of 25 CEU hours per year, and active participation in CSU and APN departmental meetings/educational opportunities.

Enhance the body of knowledge in nursing on solid organ transplantation through exchange of ideas and knowledge using venues such as posters, newsletters, presentations, and publications.

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**

TRANSPLANT COORDINATOR

Job Code 2818, Job Level 70, Job Family 32

### **EDUCATION/TRAINING**

Work requires a Bachelor of Science Degree in nursing minimum. Masters of Science in Nursing/Masters in Nursing or related Masters degree preferred.

State of North Carolina licensure is also required.

## **EXPERIENCE**

Work requires three years of nursing experience. Demonstrated expertise in transplant preferred.

**OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR  
EXPERIENCE**