

## Clinical Navigator Job Description

Position Title: Job Code:  
Grade Level: FLSA: Professional Exempt  
Reports To: Director, Breast Care program Department: Oncology

Location: Cancer Program Offices

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**Role Statement:** (Provide 1 to 3 sentences describing the role of the job)

Serves as a single point of contact for referring physicians, patients, and caregivers to provide resources and assistance with accessing clinical and supportive care services offered within Virtua and in the community. Facilitates patient appointments, including those made with labs, diagnostic areas, and specialty physicians.

**Job Essentials:** (List 5 or more of the job's major responsibilities)

- Assist patients in understanding their diagnosis, treatment options, and the resources available, including educating eligible patients about appropriate clinical research studies and technologies.
- Serve as an essential link between patients and all other care providers.
- Facilitate appointments for consults and support services within established service standards, including social workers, dietitians, physician, etc.
- Coordinate multidisciplinary planning conferences, develop concise patient summaries for use by the care team, and document recommendations made utilizing standardized care protocols in accordance with nationally recognized care guidelines.
- Develop patient education programs and tools.
- Follow patients throughout the care continuum, including inpatient admissions, and collaborate with inpatient care management resources.
- Work with Cancer Registry staff and others to collect data, track outcomes, and support strategic planning processes.
- Deliver quarterly report card to Virtua committees and other groups which demonstrate outcomes and performance improvement activities.
- Adhere to established productivity benchmarks.
- Responsible for outreach efforts to establish and maintain positive working relationships with key customers (physicians, office staff, diagnostic staff, nurses, radiology staff, social services staff, and radiation oncology staff, etc.).

**Educational Requirements, Qualifications:** (Indicate years of similar job experience required)

- Active NJ Licensed RN, BSN, and OCN preferred
- Experience in breast cancer/women's health preferred
- Requires problem solving, decision making and critical thinking
- Requires excellent leadership, organizational, written, and verbal communication and excellent interpersonal skills
- Must be able to work in a self-directed environment, with an ability to work with and lead teams
- Excellent presentation skills
- Ability to implement professional and community based education programs.
- Computer literate; Microsoft Office competency required.

**Clinical Navigator Job Description (continued)**

**Number of Employees Managed:** (Must have authority/responsibility to hire, terminate, and evaluate employees. Organization Chart required)

None

**Number of Employees Supervised:** (Oversees work of and contributes to evaluation of employees)

None

**Budgetary/Fiscal Responsibility:**

Adheres to budgeted operational expenses associated with the service

**Virtua Requirements:**

- Consistently demonstrates Virtua Values
- Maintains safe environment

**ADA Requirements:**

- Physical Strength
- Manual Dexterity
- Motor Coordination
- Form Perception
- Environmental Conditions
- Environmental Hazards
- Physical Demands: Talking and hearing, vision, stooping, kneeling, crouching, reaching, handling, feeling, and fingering.

Machines, Equipment, Work Aids which may be representative, but not all inclusive of those commonly associated with this type of work: computer (monitor/keyboard/printer), typewriter, calculator, telephone, copy machine, fax machine, and other general office equipment.