

## Job Description

<b>Position Title:</b>	Radiology Study Coordinator/Lung Cancer Screening Navigator	<b>Job Code:</b>	HH0386
<b>Department:</b>	Radiology		
<b>Reports To:</b>	Department Director	<b>FLSA Status:</b>	Non-Exempt

<b>Position Summary:</b>	To function as a member of the lung cancer screening team in the implementation and coordination of lung cancer screening (LCS).
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<b>Essential Duties:</b>	<ol style="list-style-type: none"> <li>1. Schedules patients who are desirous of having a lung cancer screening study performed. Assures compliance with protocol, completion of necessary records, and scheduling of exam.</li> <li>2. Educates potential lung cancer screening patients with the details of the exam through phone contacts and personal interviews.</li> <li>3. Serves as a contact person for ongoing Radiology lung cancer screening program and other studies in which teaching potential lung cancer screening sights how to prepare a patient navigator. Meets with representatives from sponsors, outside agencies or in-house staff for initial orientation on how to set up a lung cancer screening program as well as the mandatory records which must be kept for ACR reporting.</li> <li>4. Performs data collection and formatting into Excel for Biostatistics, as necessary, per protocol.</li> <li>5. Performs subject competencies (including age-specific competencies) as identified through the departmental lung cancer screening program. Maintains compliance for training for specific tests and procedures, as needed per NJH policy and LCS study protocol.</li> <li>6. Pre-screens patients in accordance with LCS eligibility.</li> <li>7. Works with Utilization Management to request authorizations from insurance providers that require pre-authorization for LCS.</li> <li>8. Re-engages no call/no show patients each month to reschedule CTs for their lung cancer screenings or diagnostic CT exams.</li> <li>9. Reports number of scans performed each month to LCS committees. Documents positive versus negative scans and other quality metrics as needed.</li> <li>10. Monitors multiple task buckets for LCS orders.</li> <li>11. Supports weekly Suspicious Nodule Conference including preparation of weekly spreadsheet, calculation of risk malignancy, attendance at Nodule Conference and summation of agreed upon recommendations made by the multidisciplinary team.</li> <li>12. Serves as a resource in regard to the purpose and details of lung cancer screening and incidental nodule management protocols through review of the consent, protocol and IRB submission documents. Avoids deviations from protocols.</li> <li>13. Implements care and services that recognize age-specific needs and issues for customers served.</li> </ol>
<b>Other Duties:</b>	<ol style="list-style-type: none"> <li>1. Performs as a back-up to staff absences and vacancies as necessary.</li> </ol>
<b>Competencies:</b>	<ol style="list-style-type: none"> <li>1. <b>Accountability:</b> Accepts full responsibility for self and contribution as a team member;</li> </ol>

	<p>displays honesty and truthfulness; confronts problems quickly; displays a strong commitment to organizational success and inspires others to commit to goals; demonstrates a commitment to National Jewish Health.</p> <ol style="list-style-type: none"> <li><b>2. Attention to Detail:</b> Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job: accurately checking processes and tasks; being watchful over a period of time. Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.</li> <li><b>3. Business Acumen:</b> Using economic, financial, market, and industry data to understand and improve business results; using one's understanding of major business functions, industry trends, and own organization's position to contribute to effective business strategies and tactics.</li> <li><b>4. Collaboration/Teamwork:</b> Cooperates with others to accomplish common goals; works with employees within and across his/her department to achieve shared goals; treats others with dignity and respect and maintains a friendly demeanor; values the contributions of others.</li> <li><b>5. Customer Focus:</b> Ensuring that the customer perspective is a driving force behind business decisions and activities; crafting and implementing service practices that meet customers' and own organization's needs.</li> <li><b>6. Peer Relationships:</b> Interacts with others in a constructive, positive, and respectful manner, regardless of individual differences. Assists team members or co-workers in achieving personal goals and completing assignments.</li> </ol>
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<b>Supervisory or Managerial Responsibility:</b>	None
<b>Travel:</b>	None

<b>Core Values:</b>	<ol style="list-style-type: none"> <li>1. Be available to work as scheduled and report to work on time.</li> <li>2. Be willing to accept supervision and work well with others.</li> <li>3. Be well groomed, appropriately for your role and wear ID Badge visibly.</li> <li>4. Be in compliance with all departmental and institutional policies, the Employee Handbook, Code of Conduct and completes NetLearning by due date annually.</li> <li>5. Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the institution.</li> <li>6. Adheres to safe working practices and at all times follows all institutional and departmental safety policies and procedures.</li> <li>7. Wears appropriate PPE as outlined by the infection control policies and procedures.</li> <li>8. Demonstrates compliance with all state, federal and all other regulatory agency requirements.</li> </ol>
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Minimum Qualifications	
<b>Education:</b>	Bachelor's degree required.
<b>Work Experience:</b>	One year clinical or customer service experience preferred.
<b>Special Training, Certification or Licensure</b>	None

Work Environment and Environmental Conditions			
*F – Frequently, O – Occasionally, S – Seldom, Y – Yes, N - No			
PHYSICAL ACTIVITIES	F/O/S/Y/N*	WORK ENVIRONMENT	F/O/S/Y/N*
Ability to Distinguish Colors	N	Confined Space	N
Ability to Perform CPR	N	Elevated Height (>4' above ground)	N
Intellectual and Conceptual Ability to Think Critically in Order to Make Decisions, Which Includes Measuring, Calculating, Reasoning, Analyzing, Prioritizing and Synthesizing Data	Y	Fumes or Airborne Particles	N
		Outdoor Weather Conditions	N
		Risk of Electrical Shock	N
		Risk of Radiation/Radioactive Isotopes	N
Ability to Wear Personal Protective Equipment	N	Work in area of strong magnetic field	N
Ability to Work at Heights >4' Above Ground	N	Toxic, Carcinogenic, Caustic Chemicals/Medications	N
Clear Vision [can be corrected to clear vision]	N	Wet, Humid Conditions (Non-Weather)	N
Climb Ladders	Y	Work In Areas With Elevated Noise Levels (80 dB)	N
Lift/Carry/Push/Pull <input checked="" type="checkbox"/> < 25# <input checked="" type="checkbox"/> <50# <input checked="" type="checkbox"/> >50#	S	Work Near Moving Mechanical Parts	N
Participation in Group Activities Requiring Interpersonal Skills and Cooperation	Y	Work With Infectious Human Patients/Materials	N

Perform Keyboarding/Data Entry	F	Work With Laboratory Animals	N
Prolonged Sitting	S	Dirty or Dusty Conditions	N
Repetitive Motion (Non Keyboarding/Data Entry)	N	Driving	N
Squat/Pivot/Crawl/Kneel	O		
Stoop/Bend/Twist	F		
Talking/Hearing	Y		
Walk/Stand	Y		

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**Print  
Name**

**Signature**

**Date**

I have been given a copy of my job description. I understand that I will be evaluated for competency to perform the requirements of my job at least annually, and that if I have any questions or concerns regarding these expectations, I may address them with my supervisor at any time.