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# Example of Nurse Navigator Job Description

Our innovative and growing company is hiring for a nurse navigator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for nurse navigator

* Responsible for coordination of the activities related to compliance with the regulatory requirements of TJC, the NYSDOH, GWTG and CMS
* Provide real time feedback and education for staff , maintaining the stroke inpatient list and assist in performing concurrent chart reviews to ensure medical record documentation for all acute stroke patients is reliable and up to date for all quality process and outcome monitoring
* Participate in updating and revising policies/procedures and standards
* Assure timely submission of data to the Joint Commission, GWTG-Stroke [core measures] and to the New York State Department of Health (annually via HERDS and email)
* Participate in community outreach and education activities including EMS
* Coordinate and assist facilitation of monthly Stroke Support Group Meetings
* Provide monthly feedback to area hospitals on transferred patients
* Oversees community outreach, high risk populations and disease specific sites to establish and sustain working relationships within the network (health plan, physicians, office staff, social services staff, financial counselor, dietician)
* Works with health care team to ensure safe handoff, coordination of care between facilities inpatient to outpatient or outpatient to inpatient coordination of care
* Coordinates appointments including all aspects of the multi-disciplinary team (physicians, consults, supportive care services, and accompanies patients as needed to appointments

## Qualifications for nurse navigator

* Demonstrated knowledge and skills necessary to provide age-appropriate care in the assigned area
* May identify bereavement needs of families and develop plan of care
* Minimum of 2 years nursing experience in the specialty required
* Older Adusts Protective Services Act (OAPSA) clearance may be required depending on location
* Provides education and information to the patient and family, helping to make the care seamless, continuous and comprehensive
* Serves as a resource for community educational events, such as health fairs, screenings, symposiums, and lectures staff education along with the Clinical Educator