



# Example of RN Program Coordinator Job Description

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Our growing company is looking for a RN program coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for RN program coordinator

- Provides customer service to patients by completing daily rounds on inpatient units and develops mechanisms and programs to obtain patient feedback and provide information
- Develops and manages projects designed to increase efficiency, safety, and improve patient care outcomes
- Oversees development of information flyers, patient education materials, internal documentation systems/forms, website information, social media, and various other materials to facilitate the program
- Facilitates and continually looks to improve the new patient orientation education session and support group
- Supports and collaborates with program research staff to gather, analyze, and report patient data efficiently and accurately
- Works with Practice Manager in the development of internal systems and materials for delivery of the program and services including patient case coordination and follow up
- Oversees all clinical activities of the Bariatrics division
- Oversees and participates in the physical and psychosocial nursing assessment, planning, interventions, and evaluation of patient care during all contacts
- Act as a patient advocate by demonstrating ability to communicate effectively verbally and written with patients and their families to receive feedback, remove barriers, and solve problems to support success and positive outcomes
- Performs need assessments, evaluates, and analyzes individual project and

## Qualifications for RN program coordinator

- Minimum of five (5) years related clinical nursing experience, required
- Current knowledge of related Joint Commission, NYS Department of Health and CMS requirements and supporting information system applications, required
- Minimum 1-year of recent RN experience in acute care, hospice, palliative care &/or home health, working with neonates/pediatric patient population
- Current California RN license
- Current BLS for Healthcare Providers certification from the American Heart Association
- Demonstrates working knowledge of computer applications, Microsoft Office and e-mail