



Example of RN Program Coordinator Job Description

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Our innovative and growing company is searching for experienced candidates for the position of RN program coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for RN program coordinator

- Develops and implements staff training programs including regular educational inservices to meet assessed and new learning needs
- Collaborates with Marketing and Planning leaders/staff to develop and implement marketing strategic initiatives including marketing materials, community education events, facilitate/attend meetings with community physicians, program representation at community awareness events, social media
- Represents Center at professional organizations, education institutes by presenting lectures and providing educational materials
- Partner with research team to actively participate in current projects
- Establishes priorities of case management based on diagnosis and family needs
- Evaluates home care funding for each patient and family
- Exercise professional nursing judgement in the assessment of the child and the family
- Maintain at least annual home visits to clients/families and quarterly phone contacts
- Maintains records and statistics are required by the Department of Health and the TACHP
- Networks with other professionals working in related or complimentary fields to share ideas and resources

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- Proficient at Excel, PowerPoint, Word
 - Demonstrate ability to coordinate a variety of activities
 - Minimum of 2 years of Oncology Nursing experience required
 - 1 year of experience in patient/family and/or staff development education
 - Familiarity with Microsoft Excel/Access and Epic
 - Must possess excellent verbal and written communication, organizational, and interpersonal skills