ASSIGNMENT DESCRIPTION

ASSIGNMENT TITLE
Cystic Fibrosis Transition Coordinator

PURPOSE
As a member of the UNC CF Transition Committee, you will assist in identifying patients ready for transition to the adult CF clinic and take responsibilities in performing other duties such as designing and maintaining a database of transition information and creating a CF “Buddy” System.

SUPERVISING PERSONNEL
Physician, Division of Pediatric Pulmonology
Members of the UNC Transition Team
Director, Volunteer Services

TRAINING and EDUCATION
General Volunteer Orientation
Specific Departmental Training to include EPIC (WebCis), and infection control

DAYS, HOURS, LOCATION
Monday - Friday, 8:00am - 5:00pm.
Nights or weekend hours as agreed by the volunteer to work on database management.
Children's Hospital

ESSENTIAL FUNCTIONS
- help plan, implement, and staff a transition night event for adolescent CF patients
- assist in identifying and screening patients ready for transition
- coordinating/scheduling transition visits by communicating with members of Peds and Adult transition team
- maintaining written educational materials for the transition process
- initiate and maintaining a database of patient pre- and post-transition, including lung function, acquisition of new microorganisms, and patient surveys post-transition
- help to create a CF “buddy” system, whereby adolescents would be paired with a college or med school "buddy" who could accompany them to appointments and help ease their transition
- Shadowing option available if desired.
- Attendance of Monthly Transition Team meetings.
• At least biweekly meetings or email exchanges with members of the UNC CF Transition Team to update on progress
• Monthly reporting of hours and outcomes to Dr. Goralski, or designee

PROCEDURES
• Sign in at one of the volunteer kiosks
• Put on your volunteer photo ID badge
• Report to your supervisor that you are ready to work and get your assignment
• Be sure the supervisor knows when you are leaving the work area
• At the end of your shift ensure the supervisor has the information needed about the work accomplished during your shift
• Notify the supervisor when you are leaving at the end of your shift

MINIMUM REQUIREMENTS
• Must complete the new EPIC training
• Must demonstrate competency in age specifics, HIPAA, and infection control information.
• Must be able to communicate with diverse population and have enthusiasm for the goals of the Transition Team.
• Understand the need for confidentiality and ability to maintain such.
• Proficiency in Excel or other database

PERSONAL SKILLS, ABILITIES, KNOWLEDGE
• Must be a self-starter with enthusiasm!
• Willingness to learn the basics of cystic fibrosis
• Have a friendly, positive attitude

PHYSICAL REQUIREMENT
• Must be able to read and speak English in simple, understandable terms
• People who have cystic fibrosis will need to be excluded from this position.
• Volunteers who are immunosuppressed are excluded.

PATIENT POPULATION SERVED
• Adolescent patients with Cystic Fibrosis and their families

PROTECTED HEALTH INFORMATION
• Will limit access to protected health information (PHI) to the information reasonably necessary to do the job.
• Will share information only on a need-to-know basis for work purposes.
• Access to verbal, written and electronic PHI for this position has been determined based on assignment responsibility.
• HIPPA and Confidentiality agreements must be signed.
MACHINES, TOOLS and EQUIPMENT

Must have access to his/her own computer and be willing to install UNCH safety software, including firewall and software to ensure patient confidentiality, on it in order to participate in the database management and coordination of transition visits.

LENGTH OF COMMITMENT

3-5 hours per week; time is flexible. Minimum one year commitment.

Director, Volunteer Services

Supervising CF Transition Team

The above statements are intended to describe the general nature and level of service being performed by volunteers assigned this service description. They are not to be construed as an all-inclusive list of duties, skills, and responsibilities for people assigned.

7/13