

## **JOB DESCRIPTION**

**POSITION:** Patient Navigator, Lung Cancer Screening Program/LCSP  
**DEPARTMENT:** Multidisciplinary Programs  
**REPORTS TO:** Multidisciplinary Programs Manager & Supervisor  
**LOCATION:** Highlands in Mountain Home

### **GENERAL PURPOSE:**

- Facilitate one-on-one education visits with each LCSP participant, as well as communicating lung cancer screening results to referring doctors and patients.
- Ensures the effective and efficient delivery of quality health care.

### **JOB DUTIES AND RESPONSIBILITIES:**

Including, but not limited to, the following:

- One-on-one education visits with participants.
- Prepare LDCT results to be reviewed during weekly Center for Chest Care conference.
- Remotely attend the first portion of The Center for Chest Care conference to review weekly lung cancer screening CT's.
- Communicate abnormal and incidental findings and conference recommendations to referring doctor or clinic staff.
- Carry out the plan each week for abnormal lung cancer screeners by placing orders for diagnostic work-up.
- Communicate abnormal lung screening results to patients and explain further testing, when required.
- May Assist with updating patient data in tracking software
- Encourage tobacco cessation certification to provide smoking cessation visit's to LCSP participants.
- May assist with scheduling low dose CT's
- May be asked to fill in for other LCSP staff to cover vacation and sick days
- Must maintain good working relationships with internal and external staff
- Complete the needed training and certifications to act as Research Study Coordinator for LCSP trials.
- Must work well independently and as a team member
- Other tasks as assigned by supervisor

### **QUALIFICATIONS:**

- Open to Licensed Practical Nurse, MA or other staff with at least one year of Oncology, Pulmonary Medicine or Primary Care experience.
- Desire to teach and educate patients, including communicating medical test results to patients
- Provide exceptional customer service
- Excellent communication skills
- Proficient computer skills

- Must work well independently and as a team member

**RESIGNATION NOTIFICATION:**

Must provide a 4 week resignation notice in writing to immediate supervisor.

**PHYSICAL REQUIREMENTS:**

I have read the job description above and I have the knowledge, skills and abilities to perform the job duties as described with or without responsible accommodation.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Revised: 03/22