

**Southern Illinois University School of Medicine
Position Description**

NAME: _____ **FSLA STATUS:** Exempt

TITLE: Licensed Clinical Social Worker **Date:** _____

WORKING TITLE: Coordinator of Advanced Care Planning

DEPARTMENT: SIU Department of Family & Community Medicine

DIVISION: SIU Clinical Ethics Service, SIU Center for Family Medicine - Springfield

POSITION FUNCTION

This position is responsible for a broad range of administrative and clinical activities essential to the SIU Clinical Ethics Service. The position facilitates improvement of end-of-life health care through practice, education, evaluation, and consultation specifically related to end of life care discussions and advance care planning and is responsible for administrative functions necessary to ensure efficient and effective delivery of direct patient care services in these areas. This individual will work closely with ethicists, physicians, residents, medical students, nursing staff and other clinical and non-clinical staff and is responsible for the coordination of patient care and management of care plans.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Director of the Clinical Ethics Service who in turn reports to the Chair of the Department of Family and Community Medicine.

DUTIES AND RESPONSIBILITIES

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related or a logical extension of position responsibilities.

Demonstrates by actions commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect, integrity and accountability diversity and inclusion; as well as continuous learning and improvements.

I. TEACHING AND EDUCATION 10%

- A. Coordinate multi-departmental and multidisciplinary advance care planning experiences for medical, students, residents, fellows, and clinic staff of the SIU SOM and SIU HC.
- B. Design and conduct education in the areas of advance care planning to meet the identified needs of staff, residents, students, patients, family and the community.
- C. Identify and participate in opportunities to educate the community about advance care planning.
- D. Organize, participate in and provide educational activities for community providers, caregivers, and managers/administrators of advance care planning services.
- E. Evaluate residents and other learners in the clinic according to established criteria.

II. ADMINISTRATION 40%

- A. Provide leadership and expertise in implementing and maintaining a comprehensive advance care planning program.

- B. Responsible for developing methodologies, implementing standards of care and providing consultative services to SIU Clinical Ethics Service sites using an enhanced approach to facilitating completion of patient and family advance medical directives.
- C. Insure that all institutional, local, state and federal rules and regulations are met for all areas of Advance Care Planning.
- D. Effective planning in all areas to insure that the advance care planning team meets and/or exceeds expected standards.
- E. Work collaboratively with other departments to develop and expand SIU Clinical Ethics Service advance care planning services.
- F. Assist with the coordination and development of an ethics elective for SIU-SOM.
- G. Represent SIU Clinical Ethics Services at various community functions.
- H. Collaborate and coordinate efforts with partnering hospitals and facilities to establish continuum of care and record of treatment preferences.
- I. Review all external advance care planning documents prior to scanning into medical record to assure validity and follow up with patients as needed.
- J. Coordinate the identification and referral of patients appropriate for advance care planning services.
- K. Develop and implement staff education programs as needed.
- L. Participate in monthly meetings to review cases and themes that are emerging, discuss any system/workflow concerns.
- M. Assist in producing annual reports documenting activities and contributions from the members of the SIU Clinical Ethics Services.
- N. Participate in review and development of policy and procedures in relation to advance care planning
- O. Serve on and attend program, departmental and school-wide committee meetings as requested.
- P. Responsible for supervision of advance care planning staff. Develops and initiates a clinic work schedule for staff, monitoring duty assignments and vacations time. Performs employee evaluations and participates in the disciplinary process as required
- Q. Remain active in professional societies involved with Ethics.
- R. Remain knowledgeable of latest development on advance care planning.

III. RESEARCH

5%

Collaborate when possible with Ethics faculty on appropriate research projects.

IV. SERVICE

45%

- A. Leads efforts to coordinate with faculty and other SIU providers to develop measures of clinical quality, efficiency and effectiveness in end of life care discussions and advance care planning.
- B. Facilitate improvement of end-of-life health care through practice, education, evaluation and consultation specifically related to advance care planning.
- C. Develop methodologies, implementing standards of care and providing consultative services throughout the SIU Clinical Ethics Service area.
- D. Facilitate values discussions to ascertain patient's preferences for care to protect their rights and promote their quality of life and quality of death.
- E. Assist individuals in expressing their instructions or wishes/preferences, or plans for future medical treatments or healthcare by formulating various advance care planning documents.
- F. Assist health care providers in identifying and documenting appropriate surrogate for individuals who lack decisional capacity.
- G. Assist health care providers with guardianship process and having guardian named.

AUTHORITY AND RESPONSIBILITY:

- A. Supervisory Controls: The supervisor will assign duties as needed. The employee will be expected to work independently, with occasional consultation from the supervisor.
- B. Guidelines: Guidelines and policies are set by the supervisor and other program faculty.

MINIMUM QUALIFICATIONS

1. Master’s degree in social work from an accredited institution.
2. Current Licensed Clinical Social Work license with Illinois Department of Professional Regulation and Education.
3. At least five years of experience in a health care setting working in advance care planning, chronic disease management, care coordination, bereavement and or palliative care.
4. Experience facilitating and/or participating in a multidisciplinary clinical team.
5. Experience serving on a medical ethics committee.
6. Experience providing services to multicultural populations,
7. Experience dealing with underrepresented minority populations.
8. Sensitive to the needs of minority populations.
9. Valid Illinois driver’s license.

DESIRED QUALIFICATIONS

1. Certificate in ethics.

WORKING CONDITIONS/PHYSICAL DEMANDS

See attached Physical and Environmental Requirements Form.

ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES

Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

SIGNATURES

Incumbent, LCSW
Coordinator of Advance Care Planning
SIU Clinical Ethics Service

Date

Christopher Smyre, MD
Director, SIU Clinical Ethics Service

Date

REVIEWED

Janet Albers, MD, Professor and Chair
SIU Department of Family and Community Medicine

Date

Iris Wesley, CEO, SIU FQHC

Date

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: Licensed Clinical Social Worker

Position No. (If applicable): SMS.AP.70727.000 Department: Family and Community Medicine/Springfield-SMS

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input checked="" type="checkbox"/> Hospital
<input checked="" type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working at heights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	5 - 10 lbs.				<input type="radio"/>
Carrying		5 - 10 lbs.			<input type="radio"/>
Lifting		10 - 20 lbs.			<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Christopher Smyre, MD

Supervisor Signature _____ Date _____ Supervisor Name _____ Employee Signature _____ Date _____