ASMBS IHCIGC – Job Description for Metabolic and Bariatric Surgery (MBS) Coordinator

Per MBS-AQIP requirement 2.3 Metabolic and Bariatric Surgery Coordinator

Metabolic and bariatric surgery centers must have a designated MBS Coordinator who reports to and assists the MBS Director. It is required that a licensed health care professional or registered dietitian* fills this position. The metabolic and bariatric surgery center can have multiple MBS Coordinators, but a single individual must serve as a liaison between the center and MBSAQIP. The MBS Coordinator may fill the role as the MBSCR (see Standard 2.4) as long as this individual does not document in the patient’s chart.

While each practice or program may have specific job description templates and specific verbiage to include in all job descriptions, the following components are considered essential for the role of MBS Coordinator.

ESSENTIAL FUNCTIONS:

- Manages Accreditation criteria to ensure clinic/facility/program meets expectations set forth by governing agencies. Maintains and ensures compliance of all policies and procedures that guide and support the assigned services. These include, but are not limited to Joint Commission requirements, federal and state regulations, MBS-AQIP standards, regulatory standards, etc.
- Collaborates on an ongoing basis with Medical Director, clinic staff and physicians, promoting positive communication techniques and the ability to problem solve at every level.
- Works with Medical Director to anticipate and identify the needs of the center and creatively implements solutions to problems. Integrates Evidence Based Practice into clinic improvements.
- Provides orientation/education for center and hospital staff, students, and other hospitals and community organizations, as requested.
- Administers nursing care to patients; includes assessment, planning, implementing and evaluating the patient’s care plan in coordination with the physician. May or may not be applicable to each position
- Provides patient/family or caregiver education and counseling in recognition and solution of physical, emotional, spiritual, and environmental health problems.
- Utilizes hospital information systems to process orders/data and retrieve patient information.
- Maintains knowledge of documentation requirements needed for patients' records including knowledge of computer applications.
- Works independently with limited direct supervision using the Nurse Practice Act, Hospital or Practice policies, nursing standards, and professional judgment.
- Maintains knowledge of equipment set-up, maintenance and use.
- Maintains confidentiality regarding all patient/personnel information.
- Demonstrates effective teaching methods for multi-level individuals and/or groups for delivering effective personalized, patient-centered, family-focused outcomes and professional development of colleagues.
- Ensures effective staff education, including orientation, focused education, and reinforcement education, to achieve performance outcomes for leading best practice and safe care.
• Contributes to and supports Bariatric program staff, and educators through planning, implementing, and evaluating educational efforts and learning methods (i.e., 1:1 coaching, classroom lectures, power point presentations, e-learning, etc.).
• Demonstrates effective problem identification and resolution.
• Regularly evaluates programs, orientation, and staff development and identifies plans for improvement.
• Provides consultation in specialty area to all levels of health care providers throughout the organization, affiliated schools of nursing, and the community.
• Demonstrates an awareness of self-responsibility and accountability for own professional practice and development.
• Actively participates/coordinates committees, task forces, and in work groups as needed/requested.
• Serves as a resource to staff for regulatory standards.
• Fosters identification of patient safety risks and application of practices to reduce harm.
• Demonstrates awareness of legal issues in all aspects of patient care and unit function, and strives to manage situations in a reduced risk manner.

BARIATRIC SPECIFIC KNOWLEDGE REQUIRED:

• Patient Educator
• Support group leader/champion
• Assist with website forums
• Facilitator training for support groups
• Review and summarize patient psychiatric evaluations for discussion with bariatric team
• Develop written materials for patient education

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

• Possession of a current license as a registered nurse OR registered dietitian issued by the State of CUSTOMIZE.
• Minimum of five years registered nurse experience-three year’s current experience in the area of bariatics preferred.
• Bachelor degree in health related field required, or actively in pursuit degree.
• Specialty certification within one year of eligibility.
• BLS for the Healthcare Provider certified.
• High level of interpersonal/communication skills to promote team approach.
• Excellent written and verbal skills required.

Highlighted sections should be customized to the specific practice setting.

These materials are presented by the American Society for Metabolic and Bariatric Surgery, primarily the Integrated Health Section of the Society, regarding the surgical treatment for obesity or metabolic disease. The documents presented are based on current clinical experience and medical evidence available at this time. The materials are not definitive, and are not the recommendations of the Society. The documents and their contents are not intended as, and cannot not be construed as, stating or establishing a local, regional, or national standard of care.