

ASMBS Integrated Health Clinical Issues Committee (IHCIC)

SAMPLE Job Description for Metabolic and Bariatric Surgery (MBS) Coordinator

Per the *Optimal Resources for Metabolic and Bariatric Surgery 2019 standards*, MBSAQIP Standard 2.6 Metabolic and Bariatric Surgery (MBS) Coordinator, Metabolic and bariatric surgery centers must have a designated MBS Coordinator who assists and works directly with the center's MBS Director. It is required that a licensed or registered health care professional fulfill 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 2.7) as long as this individual does not document in patients' medical records.

While each practice or program may have specific job description templates and specific verbiage to include in all job descriptions, the following components typically are included in the expected job duties for the MBS Coordinator:

ESSENTIAL FUNCTIONS:

- Manages accreditation criteria to ensure that the center 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 (or similar) requirements, federal and state regulations, MBSAQIP standards, regulatory standards, etc.
- Collaborates on an ongoing basis with the Metabolic and Bariatric Surgery (MBS) Director, clinic staff and physicians, promoting positive communication and the ability to problem solve at every level.
- Works with the MBS Director to anticipate and identify the needs of the center and creatively implement solutions to problems. Integrates evidence-based practice into programmatic improvements.
- Knowledge of the quality improvement project goals that support patient outcomes and their association with coordination of care.
- Provides a leadership role in policy/pathway development and organization.
- Provides orientation/education for center and hospital staff, students, other hospitals and community organizations, as requested.
- Responsible for the oversight of the data collection process and verifying that data collection is consistent with that found in patients' medical records.
- Provides patient/family or caregiver education and counseling in recognition and solution of physical, emotional, spiritual, and environmental health problems.
- Maintains knowledge of documentation requirements needed for patients' records including knowledge of computer applications.
- Maintains knowledge of equipment set-up, maintenance and use.

- Maintains knowledge of the preoperative, perioperative and postoperative processes (pathways, protocols, and all elements associated with the coordination of patient care).
- Maintains confidentiality regarding all patient/personnel information.
- Implements and maintains effective staff education that adheres to best practice guidelines and patient performance outcomes.
- Knowledge of how to implement/update evidence-based practices into the existing facility framework in alignment with the MBS Director/MBS Committee.
- 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, presentations, e-learning, etc.).
- Demonstrates effective problem identification and resolution.
- 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 one's own professional practice and development.
- Actively participates/coordinates committees, task forces, and 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:

- Overall thorough understanding and working knowledge of evidence-based recommendations and guidelines from nationally recognized organizations such as, (but not limited to) the American Society for Metabolic and Bariatric Surgery (ASMBS), Obesity Medicine Association (OMA), International Federation for the Surgery of Obesity (IFSO), etc.
- Patient educator
- Facilitator training for support groups
- Develop written materials for patient education

MINIMUM QUALIFICATIONS:

- Current licensed issued by the State of **CUSTOMIZE** or registered healthcare provider.
- Experience in healthcare-related field with current experience in the area of bariatrics preferred.
- Bachelor degree in healthcare-related field preferred.
- High level of interpersonal/communication skills to promote team-based approaches to patient care.
- Excellent written and verbal skills.

Highlighted sections should be customized to the specific practice setting.