



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

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Division of Public Health

Responsibilities of the BCCCP Navigator

In accordance with the agency's Agreement Addendum or Scope of Work with NC BCCCP, local BCCCP providers must assure that the requirements of all program components are met. Each local provider is expected to have a BCCCP Navigator on staff who has overall responsibility for the operations, activities, and assurances of the program.

The primary duties and responsibilities of the agency's BCCCP Navigator are:

1. To assure that all women enrolled in the agency's BCCCP meet all financial and age eligibility requirements as specified in the NC BCCCP Agreement Addendum or Scope of Work and annual financial eligibility scale.
2. To assure that all patient services and quality assurance activities, as specified in the agency's BCCCP Policy and Procedures Manual and the annual Agreement Addendum or Scope of Work, are provided.
3. To assure that all patients obtain the appropriate screening and follow up services and that they are recalled for annual rescreening according to NC BCCCP policy.
4. To assure that a system of follow up and treatment of patients with abnormal results is in place and to monitor, at least weekly, progress of patients through the follow-up process.
5. To develop a referral system for treatment services for all women diagnosed with breast or cervical cancer and to assist with application for Breast and Cervical Cancer Medicaid (BCCM) for eligible women.
6. To assure that counseling of women with abnormal screening results is provided.
7. To assure that a program is in place for the professional education of local providers who perform clinical services for the agency's BCCCP.
8. To attend or support all NC BCCCP-sponsored professional education activities and to maintain and upgrade knowledge and professional skills yearly.
9. To assure that a public education and outreach program is in place to promote awareness of the agency's BCCCP for patients and the general public.
10. To assure that all providers of agency's BCCCP services have the appropriate and required professional credentials, including the local mammography

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facilities, laboratory facilities, and any other person or agency providing services to the agency's BCCCP clients.

11. To assure that an adequate data entry and data reporting system is in place and to monitor all data reports submitted for accuracy and timeliness.
12. To maintain and update all NC BCCCP manuals, materials, and correspondence and to assure that all local staff has access to these resources for reference and guidance.
13. To develop partnerships with local, state, and national agencies in order to expand the agency's BCCCP services in the community.
14. To consult with NC BCCCP staff on any program component, especially follow up activities and patient navigation of clients diagnosed with breast or cervical cancer.
15. To conduct regular staff meetings to discuss screening activities, quality assurance, patient navigation and the general operation of the agency's BCCCP.

The agency's BCCCP Navigator must have public health or other community health experience and education and training appropriate to fit the responsibilities of the position. Strong organizational and communication skills are necessary to the operation of the program. Completion of Physical Assessment of Adults Public Health Course is desirable.

In addition, the agency's BCCCP Navigator is expected to be knowledgeable of all aspects of the Agreement Addendum or Scope of Work; the program budget; contracts and Letters of Agreement with outside service providers; and utilization of the health resources in the community and the region.