

JOB TITLE: Oncology Nurse Navigator RN	DEPARTMENT: Oncology	POSITION OF SUPERVISOR: Director of Oncology and Pharmacy
FLSA STATUS: Non-exempt	ANTICIPATED HOURS PER WEEK: 40 hours	EFFECTIVE DATE:

Position Summary: Oncology Nurse Navigator RN (ONN) will have clinical knowledge specific to oncology and is able to provide personalized assistance to patients, as well as their families and caregivers, in an attempt to overcome healthcare system barriers. Offers education and resources that assist with informed decision-making process. ONN will also be responsible for assisting outpatient infusion services. Must be proficient in IV insertions for all age groups, PICC line and Port-a-Cath management, Phlebotomy, blood transfusions, performing nursing H&P/assessment, communication with ordering physicians and staff, etc. Responsible for patient education such as injections and all aspects of IV infusion therapy for adults and disease processes. Responsible for onboarding and initiating training for oncology/infusion staff. Responsible for processing oral medication and PET scan prior authorizations and verifying oncology infusion authorizations. Coordinates community resources including transportation for patients as needed.

Qualifications: *At all times, the employee shall possess the following qualifications set forth below.*

Education/Training:	Graduation from an accredited school of nursing.
Experience:	At least 1 year of Medical/Surgical nursing with an emphasis on IV insertions and Phlebotomy skills. Previous Infusion experience, preferred
Special Skills, Licenses or Certifications:	Registered Nurse approved/licensed to work in Colorado Advanced computer knowledge BLS/ ACLS-required, PALS preferred PICC line insertion certification preferred ONS/ONCC Chemotherapy Certification- preferred, if not must complete ONS Chemotherapy/Biotherapy Fundamentals within 60 days of hire and complete monthly ONS training modules with the goal of ONS/ONCC Chemotherapy Certification within 30 months of hire
Language Skills:	Demonstrates ability to read, write, and clearly express one's self in English 100% of the time Additional languages preferred Demonstrates ability to listen Demonstrates ability to clearly convey thoughts in speech and written word
Physical/Mental/Special Demands:	<input type="checkbox"/> Lifting a minimum of ____ pounds. May need to lift 51 pounds. <input type="checkbox"/> Adequate hearing is required to hear/talk with other employees, patients and public in person and on the telephone. <input type="checkbox"/> Adequate sight is required to perform essential functions of the job. <input type="checkbox"/> Work requires the use of computers with exposure to monitors, key boards, mouse with repetitive motions for extended periods of time. <input type="checkbox"/> Ability to initiate CPR 100% of the time. <input type="checkbox"/> Must have fine motor skills 100% of the time. <input type="checkbox"/> Ability to work and multi-task at a rapid pace with numerous interruptions 100% of the time. <input type="checkbox"/> Good mental health. <input type="checkbox"/> Demonstrate tact and versatility. <input type="checkbox"/> Must be dependable.

	<input type="checkbox"/> High degree of self-motivation and directional initiative. <input type="checkbox"/> Ability to function successfully independently. <input type="checkbox"/> Ability to cope and remain calm in escalating situations. <input type="checkbox"/> Must consistently demonstrate compliance with organizational-wide competency statements and performance criteria based on established quality indicators. <input type="checkbox"/> In addition, the physical demands anticipates standing, bending, walking and long periods of sitting.
Work Environment:	Work is performed in an office setting and an outpatient infusion setting with exposure to work stress, environmental stress, and frequent interruptions; noise level is moderate; work may involve exposure to blood, bodily fluids, and communicable diseases; frequent communications, on a daily basis, with the general public, co-workers, vendors and patients.
Cross-Training of Position:	PSMC cross-trains job positions. Nurse Navigation works very closely with and will be cross-trained for Infusion/Oncology Infusion.

Standard Job Requirements: At all times, employee shall satisfy the following requirements:

1. Exemplify and support PSMC's values. (WISER)
2. Comply with all PSMC policies including, without limitation, timely attendance, code for dress and decorum, no conflicts of interest, no harassment, fragrance free, etc.
3. Comply with all PSMC and department procedures, rules, directives, and accomplishes annual goals.
4. Establish and maintain effective working relationships with others (e.g., co-workers, supervisors, patients, visitors, vendors of PSMC and the general public).
5. Be courteous, respectful, honest, and solution-oriented in dealing with others.
6. Communicate accurately, clearly, and effectively both orally and in writing.
7. Possess excellent organizational skills and the ability to multi-task.
8. Work independently and perform the job with minimum supervision.
9. Work effectively on PSMC/department team matters and recognize situations which require teamwork.
10. Maintain strict confidentiality of all patient matters and recognize situations where confidentiality should be maintained even if not legally required.
11. Respect the importance of compliance and quality programs and support the same.
12. Possess computer knowledge/skills and the ability to learn and adapt to new programs and software.
13. Participate in employee training, Disaster Preparedness and emergency events.
14. Perform other job duties, as assigned by a supervisor.

Essential Duties, Functions and Responsibilities: At all times, employee shall be able to perform the following essential functions of the job, with or without an accommodation, as set forth below.

1. Requires problem solving, decision making and critical thinking
2. Requires excellent organizational, written, and verbal communication and excellent interpersonal skills
3. Connects patients/families with community resources, services and support in our region
4. Demonstrates the ability to perform age-specific nursing care by reviewing History & Physical (H&P) and performing a nursing assessment and potential patient problems and performs nursing care according to policy.
5. Utilizes findings from the assessment to form a plan of care and follows through with discharge patient education.
6. Provides ongoing patient education.
7. Utilizes the National Patient Safety Goals in patient care.
8. Coordinates with other departments to ensure prompt patient care for patients requiring imaging, biopsies, surgery, etc.
9. Facilitates patient record retrieval
10. Acts as a resource for MA/Schedulers, assisting with professional development and skills training
11. Facilitates coordination of care for patients including getting them established with PCP, specialists, etc.

12. Leads coordination of care for primary care patients that do not yet have a cancer diagnosis but require further work-up
13. Manages all incoming referrals to oncology
14. Advocates for patients at all levels of care from initial work-up through treatment and surveillance
15. Manages clinic schedule
16. Assess patient needs and potential barriers to care, applies for grant monies for patients and works to mitigate barriers
17. Acts as a liaison between patient and caregivers and their care team
18. Supervises inventory process for oncology and infusion
19. Reviews all provider orders associated with infusion encounter, enter orders into electronic health record as needed.
20. Communicates effectively with ordering MD to ensure that all orders are accurate and complete.
21. Performs Injections and IV therapy (IV starts, PICC line/Port access) utilizing aseptic technique, appropriate dose calculations, operates infusion pumps, and documents in the medical record appropriately.
22. Administers medications according to pharmacy guidelines and per PSMC policy as applicable. Researches each medication to be given and knows the appropriate doses, times to be infused, side effects, etc.
23. The nurse will utilize resources such as Lexicomp, Nursing Drug Handbooks, Oncology Nursing Society (ONS) references, National Comprehensive Cancer Network (NCCN), and PSMC pharmacist.
24. Performs blood transfusions according to MD orders and hospital protocol.
25. Performs therapeutic phlebotomy according to protocol.
26. May be required to do basic wound care as needed.
27. Uses approved abbreviations. Refer to PSMC policy: Abbreviations in the Medical Record.
28. Must be able to communicate with patients in a positive, polite manner and act as a patient advocate.
29. Communicates with Precertification personnel to make sure all orders have passed medical necessity or have obtained prior authorization from patient's health insurance.
30. Demonstrates evidence-based care and the maintenance of access device used in the oncology population.
31. Administers chemotherapy/biotherapy per Oncology Nursing Society Guidelines and dons appropriate personal protective equipment (PPE).
32. Applies evidence-based clinical practice guidelines, symptom management tools, standards, and protocols in patient evaluation and care.
33. Demonstrates knowledge of treatment modalities used in cancer care.
34. Implements symptom management and monitoring parameters based on selected therapy.
35. PICC line and midline (Vascular Access Device or VAD) insertion, if qualified to do so, per provider order.
36. Assists the Director of Oncology and Pharmacy with scheduling of nurses and MAs and daily staffing within Oncology and Infusion Departments
37. Assists the Director of Oncology in the implementation of performance improvement projects for the Oncology and Infusion Departments through education and training as appropriate
38. Maintains a basic understanding of CPT and HCPCS codes and charge processes within the organization
39. Works collaboratively with all ancillary departments to meet the needs of patients and the department
40. Makes recommendations in the development of department policies/procedures and documentation standards as appropriate
- 41.
42. Work on various projects as directed by department director.
43. Assist oncology providers as requested.
44. Attends department and medical staff meetings, trainings, and task forces, as appropriate.

Approved by:

(Supervisor – Signature)	(Title)	(Date)
	Human Resources Manager	
(Human Resources– Signature)	(Title)	(Date)

Receipt and Acknowledgment:

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with Pagosa Springs Medical Center is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Positions, job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of Pagosa Springs Medical Center.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with PSMC policies, procedures, rules and directives.
- I have read PSMC values (WISER) and understand them.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)