

JOB TITLE: Infusion/Oncology Infusion RN	DEPARTMENT: Infusion	POSITION OF SUPERVISOR: Director of Oncology and Pharmacy
FLSA STATUS: Non Exempt	ANTICIPATED HOURS PER WEEK: 40 hours	EFFECTIVE DATE:

**Position Summary:** Infusion RN is responsible for outpatient infusions services including chemotherapy. Must be proficient in IV insertions for adults, 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 all adult disease processes.

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

<b>Education/Training:</b>	Graduation from an accredited school of nursing.
<b>Experience:</b>	At least 2 years of Medical/Surgical nursing with an emphasis on IV insertions and phlebotomy skills. Previous Infusion experience preferred Previous Oncology Infusion experience preferred but not required
<b>Special Skills, Licenses or Certifications:</b>	Basic computer knowledge required Strong customer service skills required BLS required, ACLS-preferred, PALS- preferred ONS Chemo/Bio Certification Required or able to obtain within 6 months of hire ONS/ONCC Chemotherapy Certification- preferred
<b>Language Skills:</b>	<ul style="list-style-type: none"> <li>• Demonstrates ability to read, write, and clearly express one’s self in English 100% of the time</li> <li>• Additional languages preferred</li> <li>• Demonstrates ability to listen</li> <li>• Demonstrates ability to clearly convey thoughts in speech and written word</li> </ul>
<b>Physical/Mental/Special Demands:</b>	<ul style="list-style-type: none"> <li>• Lifting a minimum of 50 pounds. May need to lift 51 pounds.</li> <li>• Adequate hearing is required to hear/talk with other employees, patients and public in person and on the telephone.</li> <li>• Adequate sight is required to perform essential functions of the job.</li> <li>• Work requires the use of computers with exposure to monitors, keyboards, mouse with repetitive motions for extended periods of time.</li> <li>• Ability to initiate CPR 100% of the time.</li> <li>• Must have fine motor skills 100% of the time.</li> <li>• Ability to work and multi-task at a rapid pace with numerous interruptions 100% of the time.</li> <li>• Good mental health.</li> <li>• Demonstrate tact and versatility.</li> <li>• Must be dependable.</li> <li>• High degree of self-motivation and directional initiative.</li> <li>• Ability to function successfully independently.</li> <li>• Ability to cope and remain calm in escalating situations.</li> <li>• Must consistently demonstrate compliance with organizational-wide competency statements and performance criteria based on established quality indicators.</li> </ul>

	<ul style="list-style-type: none"> <li>In addition, the physical demands anticipates standing, bending, walking and long periods of sitting.</li> </ul>
<b>Work Environment:</b>	Work is performed in 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.
<b>Cross-Training of Position:</b>	PSMC cross-trains job positions. Infusion works very closely with the Oncology Department and is often cross-trained for Oncology Nurse Navigator.

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

1. Adhere to and support PSMC's Code of Conduct and WISER values.
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 that 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. Demonstrates the ability to perform age specific nursing care by reviewing History & Physical (H&P) and performing a nursing assessment identifying potential patient problems and performs nursing care according to policy.
2. Utilizes findings from the assessment to form a plan of care and follows through with discharge patient education.
3. Provides ongoing patient education.
4. Utilizes the National Patient Safety Goals in patient care.
5. Responsible for chart prep including order verification, insurance auth verification, and lab orders
6. Responsible for scheduling patients
7. Responsible for triaging patient phone calls and responding to portal messages
8. Participates in coordination of care by bringing any concerns to Oncology Nurse Navigator and providers
9. Reviews all provider orders associated with an infusion encounter, enter orders into electronic health record as needed.
10. Communicates effectively with ordering provider to ensure that all orders are accurate and complete.
11. Communicates with precertification personnel to make sure all orders have passed medical necessity or have obtained prior authorization from patient's health insurance.

12. Demonstrates evidence-based care and the maintenance of access devise used in the oncology population.
13. 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.
14. Administers medications according to pharmacy guidelines and per PSMC policy as applicable.
15. Researches each medication to be given and knows the appropriate doses, times to be infused, side effects, etc.
16. Administers chemotherapy/biotherapy per Oncology Nursing Society Guidelines and dons appropriate personal protective equipment (PPE).
17. Applies evidence-based clinical practice guidelines, symptom management tools, standards, and protocols in patient evaluation and care.
18. Demonstrates knowledge of treatment modalities used in cancer care.
19. Implements symptom management and monitoring parameters based on selected therapy.
20. The nurse will utilize resources such as Lexicomp, Nursing Drug Handbooks, and PSMC pharmacist.
21. Performs blood transfusions according to provider orders and hospital protocol.
22. Performs therapeutic phlebotomy according to protocol.
23. Utilize efax to process faxes
24. Able to scan records into patient charts
25. Assists oncology providers as required
26. Participates in department inventory process every 6 months
27. Checks voice mails and EHR message groups and responds as appropriate
28. Uses approved abbreviations. Refer to PSMC policy: Abbreviations in the Medical Record.
29. Must be able to communicate with patients in a positive, polite manner and act as a patient advocate.

**Approved by:**

(Supervisor – Signature)	(Title)	(Date)
	<b>Human Resources Manager</b>	
(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 the employer or me 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 that 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)