

**WEST PARK HOSPITAL DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Registered Nurse

**DEPARTMENT:** Medical Oncology Clinic and Infusion/Chemotherapy

**IMMEDIATE SUPERVISOR:** Medical Oncology Clinic and Infusion Supervisor

**JOB SUMMARY:** The Medical Oncology Clinic and Infusion/Chemotherapy Nurse is responsible for administering nursing care to patients in a safe, efficient, compassionate, and courteous manner using proper nursing procedures. The clinic and infusion nurse performs chemotherapy and infusion administration, physician assistance, information gathering, sample collection, patient education, patient follow-up, supply maintenance, and consultation.

The nurse member must be able to demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served on his or her assigned unit. The individual must demonstrate knowledge of the principles of growth and development over the life span and possess the ability to assess data reflective of the patient's status and interpret the appropriate information needed to identify each patient's requirements relative to his or her age-specific needs, and to provide the care needed as described in the unit's/area's/department's policies and procedures.

**AGES SPECIFIC TO OUTPATIENT/PACU DEPARTMENT:**

Newborn-	Birth through 1 month	Adolescent/Teenager-	13 years through 17 years
Infant-	1 month through 1 year	Young Adult-	18 years through 34 years
Toddler-	2 years through 3 years	Middle Adult-	35 years through 50 years
Preschool-	4 years through 5 years	Mature Adult-	51 years through 69 years
School Age-	6 years through 12 years	Geriatric Adult-	70 years +

**CULTURE/RELIGIOUS ASPECTS:** Employee will care for patients of all cultural and religious backgrounds. In view of the seasonal influx of people from all over the world, be prepared to care for patients of diverse cultural and/or religious backgrounds.

**ETHICS AND COMPLIANCE:** Employee performs within the prescribed limits of the hospitals/departments Ethics and Compliance Program. Is responsible to detect, observe and report compliance variances to their immediate supervisor, or upward through the chain of command, the Compliance officer or hospital hotline.

**ESSENTIAL FUNCTIONS of the Infusion/Chemotherapy Nurse:**

- 1) The infusion nurse should be able to administer injections, chemotherapy drugs, blood transfusions, hydration, and other medications as ordered by physician. The infusion nurse should demonstrate knowledge and skills in the following areas:
  - a. Pharmacology of antineoplastic agents
  - b. Safe handling, simple preparation and disposal of drugs
  - c. Principles of chemotherapy administration
  - d. Chemotherapy related intravenous therapy skills

- e. Vascular access device management
- f. Common problems encountered by patients and families
- g. Assessment and management of chemotherapy induced side effects
- h. Patient/family education relevant to chemotherapy
- i. Patient and family's ability to manage the patient's post chemotherapy care in the home
- j. Available resources in the home
- k. Delegating to and supervising clinical activities of other licensed and unlicensed personnel within the guidelines set forth by the Wyoming State Board of Nursing.

**ESSENTIAL FUNCTIONS of the Medical Oncology Clinic Nurse:**

- 1) The Clinic nurse will have a working knowledge of chemotherapy drugs and associated side effects, good patient teaching skills and a thorough understanding of various treatment programs. The clinic nurse will display excellent interpersonal skills and the ability to effectively communicate with staff, physicians, and a diverse patient population. The clinic nurse will have the ability to organize and coordinate complex clinical activities. The clinic nurse will also :
  - a. Assists physician as needed. Ensures that all information is available.
  - b. Obtains patient histories. Takes and records various readings such as heart and respiratory rate, blood pressure, weight, body temperature, mental status, etc.
  - c. Obtains laboratory results.
  - d. Collects samples from patients including blood, urine, etc. Prepares samples for analysis or shipment.
  - e. Provides educational information to patients, family, etc. pertaining to the administration of chemotherapy. Answers inquiries and provides advice as needed.
  - f. Schedules radiological studies. Makes follow up patient appointments, or follows up on patient appointments. Answers routine questions from patients, and family. Obtains referrals, etc.
  - g. Consults with other medical personnel and may provide expert information about chemotherapy, side effects, etc.
  - h. Initiates pre-authorizations for chemotherapy, infusions, or radiology procedures with the assistance of Patient Financial Services as required.
  - i. Performs various duties as needed to successfully fulfill the function of the position.

**SECONDARY FUNCTIONS of the Clinic and Infusion/Chemotherapy Nurse:**

- 1) Delivery of nursing care via the nursing process; assessment (collection of data), planning, interventions and evaluations.

- 2) Attend to needs of patients and visitors.
- 3) Provide education to the patient.
- 4) Assure patient as needed; allay fears and answer questions as necessary for the patients.
- 5) Document medications and nursing care in a timely and accurate manner.
- 6) Arrange for follow-up care or referral.
- 7) Assure that consents are obtained and signed.
- 8) Exhibit cooperation and positive attitude toward other hospital departments.
- 9) Orders and accounts for medical supply stock. Orders chemotherapy administering supplies.
- 10) Complete incident and error forms when appropriate.
- 11) Follow procedure for medication administration and narcotic control.
- 12) Communicate questions about appropriateness of medical or nursing care through chain of command as needed.
- 13) Take primary responsibility for keeping own knowledge and skills current.
- 14) Work with other departments in coordinating care.
- 15) Clean area as needed.
- 16) Apply and change dressings.
- 17) Collect and deliver lab specimens as required.
- 18) Occasional Charge Nurses duties as assigned by Supervisor.
- 19) Participate in departmental meetings and in-services.
- 20) Adhere to standards of safety and infection control in delivery of patient care.
- 21) May be required to do other related duties for which the individual is qualified.

**EDUCATION:** Graduate of an accredited school of nursing with current Wyoming licensure as a Registered Professional Nurse.

**EXPERIENCE:** Prefer at least 1 year of experience in infusion and/or chemotherapy. CPR, ACLS required. Chemotherapy and Biotherapy provider cared required to administer chemotherapy. OCN and/or CRNI preferred.

**SKILLS:** Knowledge of infusion and chemotherapy nursing principles; knowledge of aseptic techniques and infection control principles. Able to perform effectively in highly stressful situations. Must be able to interact effectively with a wide variety of people. Excellent communication skills. Able to serve as an example to other employees. Provide compassionate care to the hematology and oncology patient population.

**WORKING CONDITIONS:** Works in a clean, well lighted, heated and air conditioned area. Exposure to unpleasant sights, smells and infectious diseases possible. Must be able to stand for long periods of time. Knowledge that breaks are variable in timing. Work schedule for full time is usually 72-80 hours every two weeks. May need to work overtime as need arises. Scheduled on-call for IV therapy after hours and weekends as needed.

**PHYSICAL DEMANDS:** Extensive walking, sitting, standing and heavy lifting.

My job requires that I lift:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A. Up to 10 lbs.			X	
B. 11 - 24 lbs.			X	
C. 25 - 34 lbs.			X	
D. 35 - 50 lbs.			X	
E. 51 - 74 lbs.		X		
F. 75 - 100 lbs.		X		

- G. Above 100 lbs. STATE WEIGHT X
- H. STANDING X
- I. WALKING X
- J. SITTING X

Any lifting of 35# or more requires the use of an assistive device and/or physical assistance.

EXPOSURE CATEGORY 1

1. Tasks that involve exposure to blood, body fluids or tissues. This includes all procedures or job related tasks that involve inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or potential spills or splashes of them. **Workers may be exposed to hazardous drugs in the air or on work surfaces, clothing, medical equipment, and patient urine or feces. The term hazardous drugs, , includes drugs that are known or suspected to cause adverse health effects from exposures in the workplace.** They include drugs used for cancer chemotherapy, antiviral drugs, hormones, some bioengineered drugs, and other miscellaneous drugs.
2. Tasks that do not involve exposure to blood, body fluids or tissue, but exposure may be required as a condition of employment. Appropriate protective measures are readily available to these employees when needed.
3. Tasks that involve NO exposure to blood, body fluids or tissue and Category I tasks are not a condition of employment.

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Applicant/Employee Signature

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Date