

Registered Nurse, Infusion/Cancer Center

JOB DESCRIPTION

Job Title: Registered Nurse

Division: Patient Services

Department: Infusion/Cancer Center

Reports To: Outpatient Clinic Manager or Designee

Revision Date: 5/24/2018

Original Date of Hire: _____

Change of Status Date: _____

ACKNOWLEDGEMENTS

Employee Name: _____

Employee Signature: _____

Date: _____

MISSION STATEMENT

GRMC is dedicated to improving the health of the communities we serve. We are committed to being a center of excellence for patient care and specialty services in Guam; the hub of a regional healthcare network extending to various jurisdictions of the Micronesia Region; a facility for building capacity and enlarging the pool of medical and allied medical professionals through training and research; and a model of care which engages patients as empowered and definitive partners in their health status and outcomes.

BASIC PURPOSE OF THE JOB

Provides and manages individualized, goal-directed nursing care through use of the nursing process and the principles of nursing care in accordance with departmental and Hospital policies and procedures in the in- patient and out- patient setting.

CONTACTS

Supervises ☒ No supervisor responsibilities

Approximate number of direct reports

Approximate number of indirect reports

Age of Patient Populations Served
(check all that apply)

<input checked="" type="checkbox"/>	Neonates (1 – 30 days)
<input checked="" type="checkbox"/>	Infants (31 days – 1 year)
<input checked="" type="checkbox"/>	Children (2 – 12 years)
<input checked="" type="checkbox"/>	Adolescents (13 – 18 years)
<input checked="" type="checkbox"/>	Adults (19 – 70 years)
<input checked="" type="checkbox"/>	Geriatrics (70+ years)
<input type="checkbox"/>	No patient contact

Internal Contacts
(check all that apply)

<input checked="" type="checkbox"/>	Patients
<input checked="" type="checkbox"/>	Providers (i.e. physicians)
<input checked="" type="checkbox"/>	Staff (i.e. clinical and admin support staff)
<input checked="" type="checkbox"/>	Volunteers
<input type="checkbox"/>	Others: _____

External Contacts (check all that apply)	<input checked="" type="checkbox"/>	Patients
	<input checked="" type="checkbox"/>	Providers
	<input checked="" type="checkbox"/>	Vendors
	<input checked="" type="checkbox"/>	Community agencies and advocates
	<input checked="" type="checkbox"/>	Regulatory agencies
	<input type="checkbox"/>	Others: _____

OVERTIME STATUS

☐ Exempt (salaried – not eligible for overtime) ☒ Nonexempt (hourly – eligible for overtime)

JOB REQUIREMENTS

Minimum Education ■ Graduation from a recognized school of professional nurses with Bachelors/Associate degree or diploma in nursing.

Minimum Work Experience ■

Required Licenses / Certifications

- Current Registered Nurse license from the Territory of Guam.
- Current Healthcare Provider BLS certification
- Current Chemotherapy and Biotherapy certification (must be obtained within six months of employment).

Required Skills, Knowledge and Abilities

- Knowledge of the principles, practices and theory of professional nursing, including basic knowledge related to nursing, such as biological, physical, social, and medical sciences, and their applications for better understanding of patient care problems.
- Knowledge of the methods of prevention and control of communicable and infectious disease.
- Ability to learn and apply hospital nursing techniques, operations and equipment, particularly those applicable to specialized units of the hospital.
- Ability to learn and apply hospital dietetics, personal hygiene and bedside nursing.
- Ability to make work decisions in accordance with the professional standards, rules and regulations and other program guidelines.
- Ability to understand and follow oral and written instructions.
- Ability to work effectively with employees and the public.
- Ability to interpret and explain the purposes and methods of prescribed treatments and necessity for continuing such treatments to concerned individuals.
- Ability to maintain records and charts of EHR and to prepare reports.
- Ability to instruct subordinate nurses and auxiliary personnel in the care and treatment of patients.
- Ability to maintain a sympathetic attitude towards and effective relationships with patients and their families.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift.
 Note: Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of this position.

		Number of Hours				
		6 – 8	4 – 6	2 – 4	1 – 2	None
General Activity	Stand / Walk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Drive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

		Up to 1/3 of time	1/3 or more of time
Motion	Bend	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Squat	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Crawl	<input type="checkbox"/>	<input type="checkbox"/>
	Climb	<input type="checkbox"/>	<input type="checkbox"/>
	Reach	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Lift	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Carry	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Push	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pull	<input type="checkbox"/>	<input type="checkbox"/>

Gross Motor Function

Precise Motor Function (Or Fine Manipulation)

Use of Hands / Feet	Right Hand	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Left Hand	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Right Foot	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Left Foot	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Weight Lifted / Force Exerted

Show how much weight or force and how often by checking the appropriate boxes.

	Up to 1/3 of time	1/3 or more of time
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>

Body Fluid Exposure

☒ Yes
☐ No

List any other physical requirements:

MENTAL AND EMOTIONAL REQUIREMENTS

Indicate the mental and emotional activities required of this job in the course of a normal shift (check all that apply).

- ☒ Handles multiples priorities
- ☒ Independent discretion / decision making
- ☒ Makes decisions under pressure
- ☒ Manages anger / fear / hostility
- ☒ Manages stress appropriately
- ☒ Works alone effectively
- ☒ Works in close proximity to others and / or in a distracting environment
- ☒ Works with others effectively

ESSENTIAL FUNCTIONS

Essential functions are those tasks, duties, and responsibilities that comprise the means of accomplishing the job's purpose and objectives. Essential functions are critical or fundamental to the performance of the job. They are the major functions for which the person in the job is held accountable. Following are the essential functions of the job, along with the corresponding performance standards.

1. Initiates assessments of problems presented by each patient, which includes observations of physical, physiological, pathophysiological and psychological needs of each patients.
2. Reviews diagnostic data of studies and evaluations done by the health care team, and communicates findings and reports to physicians and responsible nursing staff as required.
3. Make continuous and systematic assessments and observations to identify favorable and unfavorable signs and symptoms, keeping physician informed of significant changes during infusion/treatment.
4. Implements the medical care plan (Physician's Orders) of each patient and evaluates the response of the patient to medications administered and treatments rendered
5. Implements nursing actions in response to assessments and observations of signs and symptoms and as patient's condition as required. Guides are given by subordinate members of the nursing staff.
6. Assigns the aspects of care to selected members of the nursing team according to their level of training; guides care given by subordinate members of the nursing staff; assumes charge responsibilities of the nursing unit as assigned.
7. Uses adaptive and life sustaining equipment, in addition to nursing skills and techniques as determined by specific types of services rendered in assigned areas.

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- 8. Documents nursing actions taken, medications and treatments given with responses as required.**
 - 9. Perform related duties and requested within reason.**
 - 10. Attends all required safety training programs and can describe his/her responsibilities related to general safety, department/service safety, specific job-related hazards.**
 - a. All required safety education programs have been attended.
 - b. Provides complete and accurate responses to safety questions.
 - c. Operates assigned equipment and performs all procedures in a safe manner as instructed.
 - d. Maintains work area and equipment in condition required by department standards.
 - e. Demonstrates proper body mechanics in all functions.
 - f. If the manager/leader, provides for the safety of department employees.
 - 11. Responsibly follows the hospital exposure control plans/bloodborne and airborne pathogens.**
 - a. Demonstrates knowledge of techniques, procedures and correct use of protective barrier equipment.
 - b. Assures a safe environment by instituting appropriate control measures.
 - c. Attends annual education programs.
 - 12. Demonstrates respect and regard for the dignity of all patients, families, visitors and fellow employees to ensure a professional, responsible and courteous environment.**
 - a. Interacts with all of the above in a considerate, helpful and courteous manner as observed by Nurse Manager and peers.
 - b. Fosters mature professional relationships with fellow employees in a courteous, friendly manner as measured by management observation and peer input.
 - c. Maintains professional composure and confidence during stressful situations.
 - d. Maintains open communication using appropriate chain of command regarding issues.
 - e. Conducts all work activities with respect for rights and wishes of patients, visitors, families and fellow employees.
 - f. Maintains confidentiality of all Hospital and patient information at all times as observed by peers and management.
 - g. Presents neat appearance in proper attire and identification as required by the position, department, and hospital policy.
 - h. Continuously displays a positive attitude within the department and across departmental lines to contribute to the overall customer service program in place.
 - 13. Promotes effective working relations and works effectively as part of a department/unit team inter and intra departmentally to facilitate the department's/unit's ability to meet its goals and objectives.**
 - a. Participates in staff meetings as determined by nurse manager.
 - b. Supports the hospital's mission, policies and procedures through attendance and participation at committee meetings, if applicable.
 - c. Utilizes automated system to communicate inter and intra departmentally, as appropriate.
 - d. Completes work assignments on time/readily accepts assignments as observed by nurse manager.
 - e. Reports to work on time and is at work as scheduled, as observed by nurse manager.

NONESSENTIAL FUNCTIONS

Nonessential functions are those tasks, duties, and responsibilities that are not critical to the performance of the job. Following are the nonessential functions of the job, along with the corresponding performance standards.

1. Assumes all other duties and responsibilities as necessary.

- a. Demonstrates willingness to identify and/or assume activities relative to the developmental needs of the unit and the nursing department.
- b. Demonstrates dependability/flexibility in meeting scheduling needs of the unit and hospital.
- c. Accepts assignment as preceptor for new staff.

ORGANIZATIONAL COMPETENCIES

Following are the organizational competencies and corresponding performance standards for all employees in the organization. Indicate how the employee performed relative to these standards by checking the appropriate boxes.

SERVICE: The extent to which an employee demonstrates an understanding of the department's service standards and strives to achieve them, treats patients and families with dignity, compassion and respect at all times, and demonstrates courtesy in interactions with members of all departments and disciplines within the hospital.

- Consistently holds self and others accountable for meeting patient/customer service standards.
- Anticipates service needs and proactively resolves issues.
- Thoroughly pursues patient/customer issues.
- Creates patient/customer service experiences that heighten the overall perception of the hospital as a premier healthcare provider.
- Consistently holds self-accountable for meeting patient/customer service standards.
- Consistently delivers on patient/customer complaints.
- Follows policies and procedures that guide and support the provision of services.

TEAMWORK: The extent to which an employee acts as a cohesive member of a work team and demonstrates appropriate interactions with all hospital service providers.

- Promotes collaborative work relationships and influences others to work collaboratively.
- Decisions and actions are based on consensus after considering the perspectives of other team members.
- Consistently uses effective interpersonal skills.
- Works collaboratively with others inside and outside the department.
- Understands needs of patients, customers, and staff, and works with others to meet those needs.
- Maintains positive working relationship with others.

COMMUNICATION: Fosters an environment that nurtures collaboration, teamwork, and mutual respect through effective communication. Demonstrates positive communication skills evidenced by effective working relationships.

- Acts as a role model for other staff when articulating information and perspectives.
- Anticipates needed information and updates by proactively communicating to managers, colleagues, and customers.
- Actively listens to others' perspectives in communications and encourages others to do so.
- Consistently articulates information and perspectives clearly and concisely.
- Provides managers, colleagues, and customers with necessary information and updates in a timely manner.
- Handles conflicts well.

RESPECT FOR OTHERS: Takes actions that indicate a consideration for others and being aware of the impact of one's behavior on others, demonstrates respect for diverse backgrounds of all patients, families, and coworkers, and seeks accommodations.

- Bases decisions and actions on thorough understanding of perspectives of others.
 - Finds collaborative solutions to conflicts and facilitates prompt assistance.
 - Promotes nonjudgmental approach in delivery of services and carrying out actions.
 - Invites and values the input and views of others, reacting nondefensively to inquiry and challenges.
 - Considers the needs of others when communicating and carrying out actions.
 - Examines the facts before judging the actions of others.
 - Actively listens and considers the needs of others in interactions and service delivery.
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TIME AND PRIORITY MANAGEMENT: Optimizes use of time by efficiently using resources to identify barriers and balance priorities. Efficiently utilizes tools, resources, techniques, and/or systems to organize tasks. Balances multiple priorities simultaneously, ensuring the timely and accurate completion of each task while maintaining quality standards.

- Consistently optimizes time efficiently and effectively and serves as a role model/resource for others.
 - Consistently utilizes appropriate tools, techniques, and resources/systems to achieve maximum results and teaches others to do so.
 - Is viewed as a resource within the department when dealing with issues of systems and resources and accomplishing tasks in the most efficient and effective ways.
 - Has sound working knowledge of systems and resources and is able to complete tasks in an effective and time-sensitive way.
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STANDARDS OF EMPLOYMENT: All employees must meet the following standards.

- Attends all mandatory education programs and can describe his or her responsibilities related to general safety and regulatory compliance.
- Attends all required department-specific education and training programs and can describe his or her responsibilities related to department safety and specific job related hazards.
- Follows the hospital exposure control plans/bloodborne and airborne pathogens.
- Attire is professional, neat, clean, and appropriate for the work environment.
- Wears proper identification while on duty.
- Maintains confidentiality of all hospital and patient information at all times, as observed by peers and management.
- Reports to work on time and meets acceptable standard for attendance.
- Attends a minimum of two staff meetings, reads minutes for all staff meetings, and participates in committees as required