

JOB DESCRIPTION
FOR EXEMPT JOBS ONLY

JOB TITLE: BREAST HEALTH SPECIALIST

DATE: August 9, 2001

UNIT/DEPART.: WOMEN'S HEALTH SERVICES

IMMEDIATE
SUPERVISOR'S TITLE
DIRECTOR, WOMEN'S
HEALTH SERVICES

LOCATION:

DESCRIPTION APPROVAL:

IMMEDIATE SUPERVISOR:

DATE:

REVIEWING SUPERVISOR:

DATE:

PURPOSE: Describe briefly the overall purpose of this job, i.e., Why does it exist?

This job exists to facilitate a timely, integrated and coordinated approach to the care of patients with breast disease and to provide quality nursing care for patients with breast health issues. The mission of the Breast Health Specialist is to provide information and support to those people facing the possibility or reality of a breast cancer diagnosis. The role of the Breast Health Specialist would be to provide support, education, referrals, coordination of care, and other assistance during the diagnosis and treatment planning stages (pre & post-operatively). The Breast Health Specialist would be using a multidisciplinary approach to planning and providing care, and act as a liaison between the Breast Center and other ancillary areas (Surgery, Genetics, Psychology, support groups) to insure that the needs and concerns of the Breast Center patient are addressed.

I. ACCOUNTABILITIES AND JOB ACTIVITIES:

Begin by writing an accountability statement (a sentence describing an end-result the incumbent is held accountable for achieving). Immediately below the accountability statement, write activity statements describing how the incumbent goes about accomplishing each accountability, including what authority the incumbent has in carrying out the action. Place an asterisk (*) in front of any non-essential job activities, that is, activities which are performed either infrequently or could be performed by others without altering the underlying reason the job exists. Using the format described above, go on to list additional job accountabilities followed by job activity statements. Once all the job accountabilities are listed, go back and place a percentage estimate of time spent performing each accountability, directly before the activity statement.

1. Demonstration of competence, advanced knowledge or high skill level of care for the assigned clinical area: (20%)
 - a. Performs both direct and indirect patient care for breast center patients with a high degree of skill and knowledge.
 - b. Directs staff care planning and care giving activities in collaboration with Care Management.

- c. Diagnoses patient needs beyond the scope of general nursing practice and serves as consultant to nursing staff in the management of care for the complex patient.
 - d. Assesses, plans implements and evaluates care of women in the breast center across the continuum.
 - d. Participates in research.
 - e. Participates in product review.
 - * f. Committee membership as assigned.
2. Provision of inservices for nursing and mammography staff to ensure availability of current information regarding patient care relevant to Breast center services: (25%)
 - a. Identifies educational needs for nursing and mammography staff based on needs assessment and management input.
 - b. Remains clinically informed and abreast of current trends, procedures and equipment through attendance at conferences, seminars and workshops related to breast health and cancer. Provides corresponding information to staff.
 - c. Prepares and presents formal and informal inservices for medicine, nursing and mammography staff.
 3. Assist Administrative personnel in the evaluation, planning and implementation of department philosophy, policies, procedures, standards of care and Nursing Performance Improvement program to ensure that quality nursing care is available: (15%)
 - a. Assures that standards of care are being practiced in accordance with regulatory agencies, i.e., JCAHO, IDPH, etc.
 - b. Reviews and recommends changes in departmental policies, revises procedures in conjunction with new or changing theories, standards of practice and current technology.
 - c. Participates in and supports Performance Improvement activities within nursing and interdepartmentally as appropriate.
 4. Collaborates with medical, nursing and mammography staff in data collection and statistical activities to facilitate problem identification and resolution to improve quality of patient care: (10%)
 - a. Works with staff in support of Care Management, variance identification and analysis.
 - b. Collaborates with medical staff and other disciplines to correct variance.

- c. Participates in review of financial data and correlates its impact on quality care.
5. Coordination of programs , conferences and educational series for professional staff and the community (public education) to provide various educational and support services. (15%)
- a. Identifies, develops & participates in all hospital & community programs related to Women's breast health issues.
 - b. Develops educational programs for breast health awareness, (early detection, treatment, etc.).
 - c. Participates in Cancer committee activities as needed related to breast health.
 - d. Works with all hospital departments (nursing, radiology, outpatient oncology, surgery, etc.) to provide seamless care for breast health services.
 - e. Participates in clinical trials or protocols as appropriate.
 - f. Teaches other hospital departments and employees about breast health.
 - g. Develops screening/detection programs for the public.
6. Practices open communication with the Director of Women's Health Services to ensure mutual understanding and support of overall philosophy: (5%)
- a. Attends and participates in Women's Health Services Team meetings.
 - b. Attends 1:1 meetings with the Director of Women's Health Services.
 - c. Prepares and submits quarterly reports as appropriate.
 - d. Promotes team behaviors and acts as a role model for others.
7. Responsible for upholding the highest degree of customer service as outlined in Service First Expectations: (10%)
- a. Demonstrate excellent service performance at all times.
 - b. Be aware of and concerned about how his or her attitude and actions are at all times consistent with the standards as contained within the Service First Expectations.
 - c. Remind co-workers when his or her attitude or actions are inconsistent with these standards.
 - d. Call instances of excellence or non compliance to the attention of the appropriate supervisor or department head.

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BEHAVIORAL EXPECTATIONS

Striving for excellence

- setting challenging goals
- producing quality work in a timely fashion
- finding better/more efficient ways to do things
- maintaining current knowledge and skill
- participating in quality and process improvement efforts
- keeping work area clean, safe and secure

Acting Flexibly

- adapting to change
- seeing the value of different opinions and new ideas
- changing plans and objectives given new direction or priorities
- handling stressful situations effectively

Meeting Customer Needs

- meeting internal and external customers' needs
- finding new ways of satisfying customers
- participating in service improvements efforts
- listening and responding to customers
- treating customers with compassion and respect

Working as a Team

- working as a team player
- pitching in to help those in need
- communicating with others appropriately
- listening and responding to others
- handling conflict situations effectively
- fostering trust and respect within the team
- participating in committees/taskforces

Fostering Diversity in the Workforce

- treating all associates and customers with respect, integrity and dignity regardless of background, race, age, gender, sexual orientation, religion or disability
- treating all associates and customers fairly

Being Self-directed

- taking initiative and responsibility for actions
- identifying own learning needs and creating/implementing Learning Plans
- performing duties according to policies and procedures
- demonstrating ethical behaviors
- maintaining confidentiality of information
- maintaining licenses and certifications as appropriate
- fulfilling operating unit/clinical competencies
- using equipment/resources responsibly

Responding with Age Appropriate Clinical Care (Direct Patient Contact Jobs Only)

patients
understanding growth and development needs of the age group with which the associate interacts
integrating family/support system into patient care, as appropriate

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- II. Describe the kind and level of contacts required of this position. (Personal or by correspondence; inside/outside the company).

- Works with Medical Director and Diagnostic Coordinator of the Breast Center.
- Works with alternate sites of care to obtain appropriate clinical information.
- Interacts with physicians and facilitates utilization and compliance with Breast Center guidelines, protocols and pathways.
- Works cooperatively with the Departments of Radiology and Mammography to insure appropriate scheduling and utilization of Radiologist areas.
- Acts as a liaison to ancillary areas, i.e. surgery, genetics, psychology.

- III. What decisions are made and acted upon independently by this position?

- A. Assessment of the patient's condition
- B. Implementation of therapeutic measures prescribed by the physicians
- C. Development of plan of care and changes in that plan as needed
- D. Communication of assigned patient's care needs to other nurses and ancillary staff.
- E. Decisions related to the selection of individual or patient groups for consultation.

- IV. What, typically, does this position refer to the supervisor for approval or final disposition?

Revision in policies and procedures.
Noted deficiencies in Quality Monitoring and Evaluation, Case Management and nursing practice that impact the quality of patient care.
Recommendations for purchase of equipment or educational materials.

- V. If this job is supervisory, what are the duties with respect to employee development, placement, work assignments, salary administration, etc.?

This person works in a matrix environment and is a lead person in directing the Breast center staff and other department staff.

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VI. Job Scope and Work Environment

- A. What is the general scope and magnitude of the operations with which this job is associated? (e.g., staff size and title of positions that report to the job, number of hospital beds, number of patients treated or treatments administered, size of geographic area serviced, pounds of products, etc.)

Staff composition: RN's, Mammographers, CA's

Units: Multiple as specified per job scope

Number of patients: Variable

- B. Indicate the dynamic dollar with which this job is closely associated. The dollar amount should represent those things over which the position has at least some control such as budget, payroll of subordinates, sales revenues, purchases, inventories, etc.

Indeterminate

- C. What type of environment does this job operate in (e.g., laws, statutes, organizational goals and policies, time constraints, etc.)?

- Professional and regulatory agency standards.
- Advocate Mission & Philosophy.
- Strategic Plan.
- Departmental Goals & Objectives.
- Organizational dynamics requiring flexibility to adapt to a continually changing environment and the ability to demonstrate autonomy in carrying out major accountabilities.
- Time constraints.
- Cost containment.
- Continuous Quality Management.

The statements in this job description are intended to describe the essential nature and level of work performed by employees assigned to this job. They are

not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

JOB REQUIREMENTS

It is mandatory that specifications are not arbitrarily imposed such that discriminatory practices result when selecting candidates for the job.

Instructions: Please complete competent and minimum level qualifications. The competent level is an incumbent who is fully capable of performing the position almost immediately. The minimum level is an incumbent who has a different degree, experience level, etc., or who will need development/monitoring before achieving a competent level.

	COMPETENT LEVEL QUALIFICATIONS	MINIMUM LEVEL QUALIFICATIONS
SKILLS (Typing, shorthand and special machinery)	<ul style="list-style-type: none">-Excellent oral and written communication skills.-Advanced knowledge of current diagnostics and treatment methodologies for breast disease.-Prior experience working with protocol/pathway driven environments. Able to identify deviation & make appropriate referrals.-Excellent problem solving skills.-Ability to act as a preceptor to others.-Advanced knowledge of computer operations.	<ul style="list-style-type: none">-Good communication skills.-Ability to assess, plan, intervene, and evaluate the physical, emotional and educational needs of patients.-Ability to anticipate patient needs and take appropriate course of action, using approved guidelines, protocols and pathways.-Knowledge of current diagnostic and treatment methodologies for breast disease.-Ability to work within a protocol/pathway driven environment.-Excellent problem solving skills.-Excellent organizational skills.Understanding of operational activities.-Knowledge of computer operations.

**EDUCATION AND
EXPERIENCE**
(Degrees, years in
profession)

Graduate of an accredited
school of nursing.
-5+ years experience
working with treatment of
breast disease/oncology
nursing.
-MS required.
-This position may need to
recognize needs and
behaviors of age groups of
patients treated; in this
case, prior experience with
such age groups is required

-Graduate of an accredited
school of nursing
-MS required
-Minimum of 3 years
focused experience in
clinical area (treatment of
breast disease).
-Minimum of 3 years
supervisory or leadership
experience preferred.

CERTIFICATION
License, CPA

-Current RN license in the
state of
-CPR certification
-Breast Health Specialist
training

-Current RN license in the
state of
-CPR certification
-AOCN Certification
-Advanced Practice
Licensure

**Special Job
Characteristics**
**(List any features of the
working conditions that might
require accommodation for an
employee. This may include
physical or other requirements
of the job such as necessary
travel, unusual work hours,
lifting, climbing and
environmental abnormalities
such as adverse, hazardous or
unpleasant conditions.)**

-Ability to work with patients
in a fast paced environment
with established time
constraints. Need to be
familiar with requirements
of sites offering
mammography and other
radiology procedures.

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