

## JOB DESCRIPTION

JOB TITLE:	Breast Health Specialist	FLSA:	Exempt
DEPARTMENT:	Women's Support Services	DATE PREPARED:	6/23/05
JOB CLASS:	3012		

### APPROVALS:

DEPARTMENT HEAD: \_\_\_\_\_ DATE: \_\_\_\_\_

HUMAN RESOURCES: \_\_\_\_\_ DATE: \_\_\_\_\_

#### I. GENERAL SUMMARY: (A brief 1-2 sentence statement of the reason the job exists)

Reporting to the Manager of Breast Program and functions as a clinical resource to the Breast Program. Utilizes the nursing process in the delivery of patient care including assessment, planning, implementation and evaluation of patient outcomes. Revises plans of care as indicated. This job description was developed in accordance with the Illinois Nurse Practice Act and the ANA scope and Standards of Practice.

#### II. REPRESENTATIVE FUNCTIONS: (5 - 8 major responsibilities *regularly performed*, listed *in order of time spent*).

1. Implements risk assessments and healthcare pathways for the breast program based on the developmental stages of the patient. Involves family/significant other in plan of care and conducts patient and family education as appropriate, considering the developmental needs of the patient. Acts as a resource to interdisciplinary staff in the care of Breast Program patients.
2. Facilitates the entry of patients into the Breast Program and coordinates their care. Follows the patient throughout the continuum of breast care services. Monitors healthcare pathways with care teams and intervenes when necessary.
3. Coordinates patient care, and acts as a Hospital liaison between physicians, i.e. radiologists, primary care physicians, general surgeons, pathologists, oncologists, plastic surgeons, and radiation oncologists who provide care for Breast Program patients.
4. Provides patient and physician support for procedures (i.e. biopsy). Assesses and monitors patient's condition as required. Initiates appropriate intervention as needed.
5. Participates in quality improvement initiatives and assists the Breast Program Manager in collecting data regarding performance measures. Includes participation in the pre-conferences for the breast patients.
6. Assumes responsibility for own professional growth by attending continuing education classes, seminars and reading professional journals.

7. Adheres to all Community Hospital standards, policies and procedures.

III. SPECIAL SKILLS AND ABILITIES REQUIRED: (Describe any specialized technical, professional or organizational skills required).

1. The interpersonal skills necessary to effectively work with patients, hospital staff and physicians.
2. The written and verbal communication skills necessary to conduct inservice education sessions and community education programs, develop policies, procedures and educational material.
3. The organizational skills necessary to work independently with minimal direction
4. Computer skills necessary to fulfill the job responsibilities.
5. The ability to perform and/or monitor multiple simultaneous projects.

IV. KNOWLEDGE, PRACTICAL EXPERIENCE AND LICENSURE/REGISTRATION REQUIRED:  
(*Minimum required* to perform the job).

1. Registered Nurse with a Bachelor of Science Degree in nursing or a related field required. Master's degree preferred.
2. Current licensure to practice nursing in the State of Illinois.
3. Three (3) years nursing experience in women's health and/or oncology nursing.

V. PHYSICAL REQUIREMENTS: (Describe any *sustained physical or mental efforts* required of the job).

1. Light physical effort is required. May require frequent periods of standing or walking. May require frequent lifting of light weight material or rarely lifting and moving of heavy weight material.
2. The flow of work and character of duties requires normal mental and visual attention.

VI. WORKING CONDITIONS: (Describe any *unfavorable* working conditions or hazards).

1. Conditions are acceptable. At least one disagreeable element or hazard is frequently present in the environment, i.e. exposure to infectious disease.

The above statements are intended to describe the general nature and level of the work being performed by people assigned this job. They are not exhaustive lists of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with it.

Reviewed/No Revision Necessary \_\_\_\_\_

Department Head

\_\_\_\_\_ Date

Reviewed/No Revision Necessary \_\_\_\_\_

Department Head

\_\_\_\_\_ Date