

POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA:	
Position Title: Breast Health Specialist	Date: []
Department: Women's Health Resource Center	Written by: []
Facility: []	Reports to: []

I. POSITION SUMMARY (Briefly indicate the purpose and reasons this position exists):

Provides assessment, screening and counseling to women who may be at increased risk of breast cancer. The Breast Health Specialist must be skilled in collecting family history and other risk data, assessing the woman's beliefs and understanding about cancer, assessing her level of anxiety and coping skills, construction of a pedigree, assessing cancer risk, providing recommendations for surveillance and risk reduction, and counseling about managing risk and the attendant stress.

"The incumbent has access to Protected Health Information as needed to accomplish the accountabilities as outlined in this job description. This includes access to the patient's medical record."

Adolescent	Adult	Elderly Adult
X	X	X

II. REPORTING RELATIONSHIPS (Indicate whom you report to and who may report to you):

Reports to:

Manager, Women's Health Resource Center

Supervising Physicians:

Medical Director Breast Care Center

Medical Director Women's Imaging

III. ESSENTIAL DUTIES AND RESPONSIBILITIES (Describe the responsibilities or work assignments delegated to this position):

1. Demonstrates mastery in the ability to use all components of the nursing process including assessment, planning, implementing and evaluating care to meet the individual patient's needs according to their age, culture and conditions.
 - Provides risk assessment and counseling in order to:
 - a) Identify individuals at increased risk of inherited breast and/or ovarian cancer
 - b) Help individuals understand their own cancer risk
 - c) Assess the likelihood of finding a genetic mutation in the family
 - d) Refer appropriate individuals for genetic testing if desired by the patient
 - Provides consultation report using standardized protocols to patient and referring provider.
 - Assesses patients, identifies obvious as well as subtle patient problems and/or abnormal assessments, anticipates changes in patient's condition and appropriately reports and resolves.
 - Develops plan of care based on age specific assessment. Involves patient, family and interdisciplinary resources to develop and revise the plan of care.
 - Utilizes advanced interpersonal skills to facilitate problem resolution and collaborates to develop a plan with members of the health care team, patients and their families to ensure that patient's needs are met.
2. Performs and teaches comprehensive breast examination to the patient. Orders, evaluates and follows up with breast imaging studies as appropriate.
3. Manages clinical situations with advanced skills, insuring that the patient/family's physical, psychosocial and cultural needs are met.
4. Supervises patient care and delegates appropriate components based on staff competence and patient care needs in a manner that promotes efficiency, teamwork and optimal patient outcomes.
 - Communicates effectively with patients, families and other health care providers.
 - Promotes a climate in which patients/families may act in their own interest and acts as an advocate when needed.
 - Reassesses and evaluates patient response and takes appropriate action to assure patient's needs are being met.
 - Substantiates patient care provided with appropriate documentation.

5. Demonstrates leadership in handling daily activities in the clinic.
 - Promotes collaborative/caring relationships with the healthcare team and staff.
 - Maintains a safe work environment by adhering to hospital, departmental policies and procedures and regulatory requirements.
 - Exhibits consistent behavioral patterns of openness and appropriate support to all members of the health care team in every situation. All observations, suggestions and feedback are communicated in a constructive manner thus promoting a positive work environment. Consistently deals with others empathetically and tactfully.
 - Evaluates and provides consistent and timely feedback to members of the health care team and nursing leadership.
 - Development, research and revision of patient care standards of care and standards of practice, policies and procedures for patients in Breast Clinic.
 - Formulates and participates in strategies to maintain and improve patient care outcomes.
 - Implementation and evaluation of new programs, systems and equipment and new technology specific to the Breast Care Program.
 - Performs other duties as assigned.

6. Participates in professional development.
 - Maintains clinical competencies according to departmental standards.
 - Demonstrates a commitment for continuous learning.
 - Participates in the annual performance review process by identifying, developing and implementing goals and action plan with nurse manager.
 - Models an open/questioning attitude toward research and literature, which could enhance clinical practice.
 - Demonstrates accountability for apprising self of hospital and department communications and changes in practice.
 - Recognizes the importance of practice trends in nursing and participates in research or performance improvement activities.

IV. MINIMUM POSITION REQUIREMENTS (Identify the specific knowledge, skills, and experience required to competently perform your job):

License/certification

- Possession of a valid California License as a Registered Nurse.
- Maintains California Nurse Practitioner licensure.
- BLS within 60 days of hire (all).

• Experience:

Three years of recent professional nursing experience in specialty area.

• Knowledge:

- Communicates effectively in English (verbal and written).
- Has effective skills in communication and interpersonal relationships.
- Has the flexibility to adapt to new and changing situations.
- Has the ability to think critically and set priorities.
- Demonstrates basic computer skills.
- Participates as a collaborative member of the Patient Care Team.
- Knowledge of Nurse Practice Act.
- Advanced skills in breast care Risk assessment, counseling, physical assessment of breast and patient education.

• Special Skills/Competencies:

- Demonstrates the knowledge and skills necessary to provide age-specific care to patients serviced, including knowledge of the principles of growth and development and psychosocial characteristics and interpreting age appropriate data for the populations served in the department. Demonstrates appropriate communication and patient education skills for the patient population served.
- Demonstrates competencies required by department (per initial orientation and annual review) and has working knowledge of established safety topics (e.g., Infection Control, Electrical Safety, Disaster) as required by department and organizational standards.

- Specialty certification in area of breast care and risk assessment for breast cancer including Mammacare® training.
 - **Physical Requirements:**
 - Ability to stand and walk for long periods and work under mental and physical strain.
 - Ability to bend, stoop, lift, squat and turn repeatedly.
 - Ability to use equipment and assist patients utilizing proper body mechanics.
 - Ability to position and move patients utilizing proper equipment.
 - Ability to lift 50 pounds
 - Ability to perform CPR.
-

V. QUANTIFIABLE DIMENSIONS

- Meets requirements of the position as well as additional responsibilities as assigned.

VI. FREEDOM TO ACT/ACCOUNTABILITY

Reviews and processes sensitive and confidential information. Performs duties using independent judgment. Independently makes clinical decisions within scope of practice related to patient care management. Consults with physicians and other members of the healthcare team regarding patient care.

VII. WORKING RELATIONSHIPS/CONTACTS

Assumes supervisory duties as necessary. Works collaboratively and professionally with members of patient care teams, patients, patient families, physicians, other disciplines, administration, staff, volunteers, students, staffing office, other health care providers and community agencies.

VIII. CAREER LADDER (Summarize advancement possibilities and requirements related to this position, if applicable):

With demonstrated competence and managerial training, can aspire to Manager or Nursing Supervisor level. Eligible for lateral or promotional transfers within the

IX. APPROVALS:

Staff Member _____	Date: _____
Department Director _____	Date: _____
Other Signature _____	Date: _____
Personnel/Human Resources _____	Date: _____