

**Position Title:** Nurse Educator, Clinic (Breast Cancer Care) **Position**  
**Department Name:** Patient/Health Services Admin **Department**  
**Date Description Written or Revised:** 12/03 **Exempt**

**Position Summary:**

This position will assist women through all phases of breast cancer trajectory. This includes general education for clinical and the lay public regarding breast health and disease process, providing breast cancer patients all resources necessary to help them make an informed treatment decision, and provide resources for immediate psychosocial support in the case of a cancer diagnosis. This position will also be responsible for coordinating a system-wide delivery of service expectations. This position will work in collaboration with

Radiologists, all Oncology Practitioners, Surgical and Reconstructive Practitioners, and ancillary support therapies, i.e. physical therapists, nutritionists, complementary medicine practitioners, etc..

This position requires the full understanding and active participation in fulfilling the Mission and Values of Healthcare. It is expected that the employee will demonstrate behavior consistent with the Core Values—Respect, Excellence, Wholeness, Stewardship and Response to Need. The employee shall support Healthcare goals, and direction of the quality improvement process.

A review of this description has excluded the marginal function of the position that are incidental to the performance of fundamental job duties. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform another job-related duties requested by their supervisor.

**Reporting Relationship: Manager, Center for Health and Healing**

**Employees Supervised : None**

**Department Age Specific Requirements** Participates in the care of the patients in the following age groups:  Not Applicable

<input type="checkbox"/> Neonate (0-1month)	<input type="checkbox"/> Infant (1month -1 year)	<input type="checkbox"/> Toddler (1yr – 3yr)
<input type="checkbox"/> Preschool (3yr - 6yr)	<input type="checkbox"/> School Age (6yr – 12yr)	<input type="checkbox"/> Adolescent (13yr – 18yr)
<input checked="" type="checkbox"/> Early Adult (19yr – 45yr)	<input checked="" type="checkbox"/> Late Adult (45yr – 64yr)	<input checked="" type="checkbox"/> Geriatric (65yr +)

**Education, Experience and Licensure/Certification Requirements** Requirements are representative of minimum level of knowledge, skills and/or abilities.

1. Registered Nurse
2. Minimum of 5 years oncology experience, Breast Cancer knowledge preferred.
3. Thorough understanding of hospital, clinic and community resources
4. Current ONC certification or ability to obtain within 2 years.

### Physical Demands

Underlined is the requirement that applies to this position

- Sedentary =Primarily sitting/lifting 10 lbs maximum.  
 Light =Lifting 20 lbs maximum with frequent lifting/carrying up to 10 lbs.  
Medium =Lifting 50 lbs maximum with frequent lifting/carrying up to 20 lbs.  
 Heavy =Lifting 100 lbs maximum with frequent lifting/carrying up to 50 lbs.  
 Very Heavy =Lifting objects over 100 lbs with frequent lifting/carrying up to 50 lbs.

Checked are the appropriate factors for this position

- O = Occasionally = 0-33% of the work shift  
 F = Frequently = 34-66% of the work shift  
 C = Constantly = 67-100% of the work shift  
 N/A = Not Applicable for this position

Physical Factors	N/A	O	F	C
Standing	—	—	<u>X</u>	—
Walking	—	—	<u>X</u>	—
Sitting	—	—	<u>X</u>	—
Pushing (wt 100+)	<u>X</u>	—	—	—
Pulling (wt 100+)	<u>X</u>	—	—	—
Stooping	—	<u>X</u>	—	—
Kneeling	—	<u>X</u>	—	—
Crouching	—	<u>X</u>	—	—
Reaching	—	<u>X</u>	—	—
Filing	—	<u>X</u>	—	—
Typing (Computer)	—	<u>X</u>	—	—
Xeroxing	—	<u>X</u>	—	—
Talking	—	—	<u>X</u>	—
Hearing	—	—	<u>X</u>	—
Color Vision	—	—	—	<u>X</u>
Driving	—	<u>X</u>	—	—
Environmental Factors	N/A	O	F	C
Exposure to weather	<u>X</u>	—	—	—
Extreme heat	<u>X</u>	—	—	—
Extreme cold	<u>X</u>	—	—	—
Noise	<u>X</u>	—	—	—
Dust, Vapors, Fumes	—	<u>X</u>	—	—
Odors	—	<u>X</u>	—	—

**Bloodborne Pathogens** Checked is the appropriate category for position

- X Category I – Job classifications in which tasks involve exposure to blood, body fluids, or tissues.  
 — Category II – Job classifications in which tasks involve no exposure to blood, body fluids or tissues, but employment may require performing unplanned Category I tasks.  
 — Category III – Job classification in which tasks involve no exposure to blood, body fluids or tissues, and Category tasks are not a condition of employment.

## **Organizational Based Competency**

### **1. Expression of Values**

**Response to Need:** Anticipates customers needs; adapts to change; supports problem solving based on needs; completes job assignments accurately and on time; maintains stable performance and behavior when faced with opposition, pressure and/or stressful situations.

**Stewardship:** Understand and adheres to the Organizational Responsibility Program requirements; understands and adheres to the Business Code of Conduct; has understanding of budget and is a good steward of the hospital resources; finds better or more efficient ways of completing tasks.

**Wholeness:** Behavior reflects mission, vision, and values of system; responds to the various needs of patients, guests and staff; understands the link between the job and overall organizational goals; respects the spiritual, psychosocial, emotional and medical needs of our customers.

**Respect:** Acts in a way that indicates understanding and accurate interpretation of others concerns, motives and feelings; Is sensitive to feelings of others; recognizes strengths and limitations in others; develops cooperation and collaboration towards solution which benefits all parties involved; promotes atmosphere of respect for all.

**Excellence:** Expresses desire to improve and develop self; sets and achieves own development goals and volunteers to learn; demonstrates a strong positive image of self and own skills, capabilities and judgement; desires to set and meet challenging objective and compete against self defined standard of excellence; participates in quality improvement processes.

### **2. Human Resource Assessments**

**Licensure/Certification:** Appropriately maintains performance standards to meet accreditation, licensing and regulatory requirements; keeps required professional certifications/licensure current.

**Attendance:** Understands and adheres to Hospital policies and procedures involving attendance; accurately uses time system/time sheet; is flexible and cooperative about schedule changes made to maximize departmental productivity; willing to accept job reassignments in positive manner; participates in hospital and departmental meetings and inservices.

**Policies/Procedures:** Understands and adheres to Hospital, departmental, administrative, safety policies/protocols/procedures; actively supports and implements directed organizational changes; serves as a resource for departmental, administrative, and/or educational needs as required.

**Competencies:** Completes competencies on time and with accuracy. This includes Age Specific Competency, Safety/Lab Competency and departmental competencies.

### **3. Customer Service**

Supports organizations Customer Service initiative and models expected behavior; is courteous and attentive to patients, physicians, visitors and employees and any other individuals with whom they may come in contact; strives for service excellence by seeking challenges and turning them into opportunities.

### **4. Communication**

Communicates (written or orally) in a clear, timely and professional manner in group or individual situations; listens and explores issues before providing advice/options, responds with empathy; exhibits discretion and maintains confidentiality of information; provides information accurately and completely, keeping supervisor and staff informed; utilizes formal written communications when indicated/required

(i.e. Employee injury reports, unusual occurrences reports, defective medical devices, repair and maintenance, other Hospital/Departmental form); independently resolves interpersonal conflicts in a professional manner, using chain of command for assistance when needed; uses computer system appropriately as needed for work related information, communication and to complete assigned duties.

#### **5. Teamwork/Professionalism**

Models professionalism by addressing others with appropriate actions and appearance; Work in a spirit of teamwork and trust; conducts self in professional manner and maintains professional boundaries in working with others; acts as a resource in mentoring new staff, students, or co-workers; accepts responsibility for own behavior.

### **Position Based Competency**

- 1. Developing and administering the breast cancer care trajectory model**
  - Directs the formulation and implementation of efficient the trajectory model and responsible for responsible for overall daily administration of the program.
  - Facilitates and coordinates cancer treatment for breast cancer patients throughout all disciplines
- 2. Directs and participates in the planning, implementation of service areas in relationship to QA and QI activities.**
  - Collaborates with other departments or disciplines to monitors and evaluate processes in order to identify opportunities for improvement or expansion.
  - Obtains feedback from patients regarding perceptions of the services provided and utilizes this information to improve service
- 3. Ensures proper preparation, maintenance, confidentiality, and timely submission of reports, as appropriate.**
- 4. Participates as appropriate in community events, educational programs and local, state and national organizations and boards.**
  - Provides input to the marketing plan and identifies site-specific marketing needs
- 5. Develop and deliver education information**
  - Public
  - Professional
- 6. Maintains professional affiliations with pertinent healthcare associations to enhance professional growth and development and to keep current in Breast Health/Breast Cancer management trends.**

Scoring Sheet

Employee Name \_\_\_\_\_

Position Number \_\_\_\_ Position Title Nurse Educator, Clinic (Breast Cancer Care)

Department Name Patient/Health Services Admin Department number

Evaluation Date \_\_\_\_\_ Date to Employee \_\_\_\_\_

Type of Evaluation \_\_\_\_ 6month \_\_\_\_ Annual Status X Exempt \_\_\_\_ Non Exempt

Competency documentation attached (annual only)

\_\_\_\_ SKIP/Lab Competency/TB Test

\_\_\_\_ Age Specific Competency

\_\_\_\_ Employee Standards of Business Conduct

\_\_\_\_ BLS/ACLS/other professional certifications (if applicable)

(Departmental/Job Specific Competency requirements to be kept in Department Files)

Appraisal Scoring: (Use whole number only in scoring)

Score the performance in each job factor below on a 1-5 scale as follows:

1= Consistently fails to meet job factor expectations

2= Occasionally fails to meet job factor expectations

3= Consistently meets job factor expectations

4= Consistently meets and occasionally exceeds job factor expectations

5= Consistently exceeding job factor expectations and recognized by peers/customers as role model for others.

Organizational Based Competency

Score

1. Expression of Values \_\_\_\_\_

2. Human Resource Assessments \_\_\_\_\_

3. Customer Service \_\_\_\_\_

4. Communication \_\_\_\_\_

5. Teamwork/Professionalism \_\_\_\_\_

Average Score \_\_\_\_\_

Position Based Competency

Score

1. Administering the breast cancer care trajectory model \_\_\_\_\_

2. Develop, organize and deliver education information \_\_\_\_\_

3. Professional Growth and development \_\_\_\_\_

4. Growth & Development \_\_\_\_\_

Average Score \_\_\_\_\_

Average Total Score (Hospital + Departmental) \_\_\_\_\_

Summary of Competency

**Areas of Strengths**

**Areas for Improvement**

**Goals**

**Previous Year Goals**

**Goals for Next Year**

**Employee Comments**

**Signatures**

Department Director/Manager \_\_\_\_\_

Date \_\_\_\_\_

Evaluator \_\_\_\_\_

Date \_\_\_\_\_

Employee \_\_\_\_\_

Date \_\_\_\_\_