

Status: LIVE  
Originated: 2/10/04 3:34:23 PM  
Revised: 2/25/04 7:19:44 AM

Process Level(s):	S30	Dept Number(s):	76391
Job Code:	24100	Dept Name:	BREAST CENTER
Position Title:	RN Clinician	Position Number:	241005300001
Position Type:	Staff	FLSA:	Exempt
Data Developed:	02/04	Reports To:	Breast Center RN Coordinator

**General Summary:**

The Breast Center RN functions as an integral member of the Breast Center multidisciplinary team of care providers. The RN is responsible for responding to the needs of individuals seeking information and services concerning breast health and breast cancer issues. Individual needs will be met through 1) education on breast related issues; 2) pre and post procedure intervention; 3) provides direct patient care as needed; 4) coordinates weekly Breast Conferences at PPMC and PSVMC; 5) serves as a resource to co-workers on oncology nursing and breast health issues.

**Key Relationships:**

This position reports to the Breast Center RN Coordinator. The Breast Center RN works closely with mammography and ultrasound techs, radiologist, PCP's and surgeons, in-patient units and the Breast Center staff and volunteers.

**QUALIFICATIONS:**

The qualifications for the position are the minimum requirements needed to be successful in the position. The level of experience and expertise for the job is determined by the current amount of expertise in the unit/department. If training or experience is not required but would be desirable, it is listed as preferred however, persons without preferred background will be considered in the hiring process.

**Education, Training & Experience (includes licenses or certifications):**

- Registered Nurse licensed in the State of Oregon
- OCN strongly preferred, required within 2 years of hire date
- three to five years experience in nursing which includes two years with breast disease and /or oncology background
- care management experience preferred
- current CPR certification

**Knowledge, Skills & Abilities:**

- knowledge of nursing principles
- demonstration of good communication skills which include written, verbal and computer skills
- good problem solving skills
- ability to be flexible and prioritize tasks
- ability to establish therapeutic relationships with patients and families
- provide age appropriate care
- knowledge of community resources
- respect the dignity, confidentiality and privacy of patients/families and physicians
- knowledge of effective team dynamics
- working knowledge and practice of quality improvement processes

- maintains current knowledge of breast cancer diagnosis, treatment and general breast health issues.

**Special Equipment Utilized:**

- personal computers and printers
- telephone, fax and pagers
- knowledge of all equipment used to provide exams for breast disease

**STANDARDS OF PERFORMANCE:**

Each of these are considered an essential function:

1. **Mission & Values:**  
Actively supports and incorporates the mission and core values into daily activities. Treats all others with respect and demonstrates excellence, justice and compassion in daily work and relationships with others.
2. **Service Commitment:**  
Demonstrates competency by placing a high priority on service to everyone encountered. Consistently shows the characteristic of service excellence.
3. **Team Member:**  
Demonstrates competency by maintaining positive, constructive interpersonal relationships, and by understanding and practicing the principles of effective teamwork.
4. **Confidentiality/Privacy:**  
Protects confidential/private information related to patients, members, employees, and others.
5. **Environment of Care/Infection Control/Safety:**  
Consistently demonstrates and incorporates principles of safety and infection control into daily activities as outlined in Environment of Care, Infection Control and Exposure Control manuals. Uses protective equipment and takes appropriate precautions whenever there is potential for contact with blood, body fluids and/or chemicals. Maintains knowledge of work-appropriate aspects of environment of care program. Attends Environment of Care Skills Fair and participates in fire and disaster drills.
6. **Attendance and Punctuality:**  
Demonstrates performance by adhering to established policies and procedure and exhibiting the defined characteristics associated with attendance and punctuality.
7. **Respect for Diversity:**  
Demonstrates competency by knowing and applying the principles of an inclusive work environment.

**Age Related:** Yes

Consequently, the employee must be competent in the interpretation of a patient's self-report or behavior, and this information must be interpreted with an understanding of the cognitive, physical,

6/10/2004

emotional/psychosocial and chronological maturation process. The treatment of patients should be individualized and should reflect an understanding of the developmental needs and range of treatment needs for each patient.

Neonate     Pediatric     Adolescent     Adult     Geriatric

Principal Duties And Functions (\* Indicates essential functions):

- \*1. Provides pre-procedure teaching and post-procedure follow-up calls for breast biopsy patients and documents interactions.
- \*2. Provides direct patient care in the Breast Center as needed. include (but not limited to) 1) post biopsy physical assessment and coordination of care with the radiologist; 2) management of post biopsy pain and bleeding issues; 3) management of adverse reactions. All interactions will be documented, noting assessment, interventions, outcomes and plan of care.
- \*3. Coordinates weekly breast cancer conferences at PPMC and PSVMC. Coordination includes physician recruitment, coordination with pathology and radiology, room setup and attendance logs. Participates in the conference through conveying patient input and psychosocial issues when appropriate.
- \*4. Co-facilitates weekly Breast Cancer Support Group with MSW. Maintains current mailing list and attendance for the group.
- \*5. Telephones patients for additional mammography views, providing explanations and assistance when needed.
- \*6. Provides age appropriate consultation on breast health questions as needed by the community. \*7. Provides age appropriate consultation with breast cancer patients in need of information, education and resources. Assesses and documents patient and family care needs and, with the patient, formulates and documents a plan of care or appropriate referrals based on this assessment. \*8. maintains good rapport by interacting in conflict or stressful situations in a manner that facilitates constructive resolution. Responds to criticism by effecting an appropriate change in behavior. 9. Coordinates Multidisciplinary Conference for patients who request this service. Coordination includes physician recruitment, obtaining medical records and dispersment to consulting MD's, documentation of physician time and post conference communication with the patient and physicians. Documentation of this process is required.
10. Continually evaluates resources for breast health and breast cancer. Provides input on updating resources.
11. Provides private and group instruction on SSE. Conforming to guidelines agreed upon by the Breast Center Medical Directors.
12. Participates in data collection as directed by the Breast Center RN Coordinator.
13. Assists with the development of policies and procedures for patient and clinical services in coordination with the Breast Center RN Coordinator.
14. Assists co-workers with duties as needed.
15. Builds relationships with referring physicians with enhanced communication improving the patient and physician experience in the Breast Center.
16. Visits in-patients receiving breast cancer treatment, as requested by staff or attending physician, providing support and information.
17. Participation in community events as assigned and/or approved by Breast Center RN Coordinator. 18. Assists with orientation/training of new Breast Center staff.
19. Provides coverage for Breast Center RN Coordinator as needed.
20. Assists in development of new services. Collaborates with Coordinator to adjust work strategies to incorporate new services.

Major Challenges:

1. To manage patient flow; meeting physician, patient and co-worker needs.
2. To be flexible; continuously prioritizing multiple tasks, completing them in an efficient manner.
3. To identify medically urgent situations and respond appropriately
4. Build and maintain referral relationships with the medical staff.

**IN AN 8 HOUR WORKDAY, THIS JOB REQUIRES:**

**R** = Rarely (less than 2 hours per day)

**O** = Occasionally (2 - 2.5 hours per day)

**F** = Frequently (2.5 - 5.5 hours per day)

**C** = Continually (5.5 - 8 hours per day)

PHYSICAL REQUIREMENTS	R	O	F	C	N/A	COMMENTS
Sitting				☑		
Stationary Standing	☑					
Walking		☑				
Ability To Be Mobile				☑		
Crouching (bending at the knees)	☑					
Kneeling/Crawling					☑	
Stooping (bending at the waist)	☑					
Twisting (knees / waist / neck)	☑					
Turning/Pivoting	☑					
Climbing					☑	
Balancing	☑					
Reaching Overhead	☑					
Reaching Extension	☑					
Grasping	☑					
Pinching	☑					
Pushing/Pulling	R	O	F	C	N/A	COMMENTS
Typical Weight (enter weight in comments field)	☑					
Maximum Weight (enter weight in comments field)	☑					
Lifting/Carrying	R	O	F	C	N/A	COMMENTS
Typical Weight (enter weight in comments field)	☑					
Maximum Weight (enter weight in comments field)	☑					
Other Physical Demands	R	O	F	C	N/A	COMMENTS
Keyboard Typing			☑			
<b>SENSORY REQUIREMENTS</b>	R	O	F	C	N/A	COMMENTS
Talking In Person			☑			
Talking On Telephone				☑		
Hearing In Person			☑			
Hearing On Telephone			☑			

Vision For Close-Up Work				Ⓞ		
Other Sensory Requirements					Ⓞ	
<b>ENVIRONMENTAL SETTING</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>N/A</b>	<b>COMMENTS</b>
<b>Safety Requirements</b> (i.e. clothing, safety equipment required, activities performed)	Ⓞ					
<b>Exposures</b> (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)	Ⓞ					
<b>Operation Of Equipment, Tools, Vehicles</b>	Ⓞ					
<b>Required Hygiene Standards</b> (i.e. food handling, clean, contaminated and sterile equipment, etc.)	Ⓞ					
<b>Other Environmental Requirements</b>					Ⓞ	

The above is intended to describe the general content of, and requirements for, the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties at the discretion of the supervisor.