

JOB TITLE: Infusion LPN	DEPARTMENT: Infusion	POSITION OF SUPERVISOR: Director of Pharmacy and Oncology
FLSA STATUS: Non-exempt	ANTICIPATED HOURS PER WEEK: PRN	EFFECTIVE DATE: 02/16/2023

**Position Summary:**

The Infusion LPN is responsible for outpatient infusion services and must be proficient in IV Insertions for adults, PICC line and Port-a-Cath management as well as phlebotomy. LPN will also be responsible for nursing communication with ordering physicians as well as all other staff. LPN will be responsible for assisting in reinforcing patient education following initial education by provider or primary RN.

**Qualifications:** *At all times, the employee shall possess the following qualifications set forth below.*

<b>Education/Training:</b>	LPN-Graduate of an accredited school of nursing.
<b>Experience:</b>	At least 1-2 years of experience preferred, may consider training new graduates for the right candidate.
<b>Special Skills, Licenses or Certifications:</b>	Current LPN licensure in Colorado or compact state in good standing. Required Certifications: BLS Basic computer knowledge (Microsoft Office, Electronic Health Record – Cerner preferred) Strong customer service skills required.
<b>Physical/Mental/Special Demands:</b>	<ul style="list-style-type: none"> <li>• Lifting a minimum of <u>50</u> pounds may be required.</li> <li>• Adequate hearing is required to hear/talk with other employees, patients and the public both in person and on the telephone.</li> <li>• Work requires the use of computers with exposure to monitors, key boards, mouse &amp; other devices with repetitive motions for extended periods of time.</li> <li>• Standing, bending, walking and long periods of sitting.</li> <li>• Ability to initiate CPR 100% of the time.</li> <li>• Adequate sight is required to perform essential functions of the job.</li> <li>• Must have fine motor skills 100% of the time.</li> <li>• Ability to work and multi-task at a rapid pace with numerous interruptions 100% of the time.</li> <li>• Good mental health.</li> <li>• Ability to demonstrate tact and versatility.</li> <li>• Must be dependable.</li> <li>• Must show a high degree of self-motivation and directional initiative.</li> <li>• Ability to function successfully with little direction and supervision.</li> <li>• Ability to cope and remain calm in escalating situations.</li> <li>• Must be able to consistently demonstrate compliance with organizational-wide competency statements and performance criteria based on established quality indicators.</li> </ul>
<b>Work Environment:</b>	Work is performed in an outpatient infusion and clinic setting with exposure to work stress, environmental stress, and frequent interruptions; noise level is moderate; work may involve exposure to blood, bodily fluids and communicable diseases; frequent communications, on a daily basis, with the general public, co-workers, vendors and patients is expected and required.

<b>Cross-Training of Position:</b>	PSMC cross-trains job positions. This job description must cross-train to be able to effectively perform the job position of: <u>Oncology Clinic MA and cover for the Oncology Navigator temporarily as needed.</u>
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**Standard Job Requirements:** *At all times, employee shall satisfy the following requirements:*

1. Adhere to and support PSMC's Code of Conduct and WISER values.
2. Comply with all PSMC policies including, without limitation, timely attendance, code for dress and decorum, no conflicts of interest, no harassment, fragrance free, etc.
3. Comply with all PSMC and department procedures, rules, directives and accomplishes annual goals.
4. Establish and maintain effective working relationships with others: e.g. co-workers, supervisors, patients, visitors, vendors of PSMC and the general public.)
5. Possess knowledge of basic nursing principles and protocols.
6. Possess knowledge of policies and procedures related to infection control, environmental safety and patient confidentiality.
7. Possess knowledge of medical chart reporting and record documentation.
8. Be courteous, respectful, honest and solution-oriented in dealing with others.
9. Communicate accurately, clearly and effectively both orally and in writing.
10. Possess excellent organizational skills and the ability to multi-task.
11. Ability to flexibly respond to changing demands.
12. Work independently and perform the job with minimum supervision.
13. Maintain strict confidentiality of all patient matters and recognize situations where confidentiality should be maintained even if not legally required.
14. Work effectively on PSMC/department team matters and recognize situations that require teamwork.
15. Respect the importance of compliance and quality programs and support the same.
16. Possess computer knowledge/skills and the ability to learn and adapt to new programs and software.
17. Participate in employee training, Disaster Preparedness and emergency events.
18. Perform all other job duties as assigned by supervisors and directors.

**Essential Duties, Functions and Responsibilities:** *At all times, employee shall be able to perform the following essential functions of the job, with or without an accommodation, as set forth below:*

1. Demonstrates the ability to perform age specific nursing care by reviewing History & Physical (H&P) and performing reassessments to identify changes in patient condition.
2. Evaluate patient's general condition including taking vital signs and weight.
3. Provides basic patient care as ordered, including starting IVs, drawing labs, accessing ports, completing dressing changes, injections and therapeutic phlebotomies.
4. Promotes wellness by providing education materials to patients and communicating physician instructions and orders.
5. Works with provider and Registered Nurse (RN) to reinforce patient education and prior patient teaching surrounding disease state, treatment plan and medications.
6. Reinforces ongoing patient education.
7. Utilizes the National Patient Safety Goals in patient care.
8. Responsible for chart prep including order verification, insurance prior-auth verification and lab orders.
9. Responsible for scheduling patients' appointments and appropriate follow-up.

10. Responsible for triaging patient phone calls appropriately and sending messages in the electronic health record to appropriate parties.
11. Responsible for responding to portal messages in a timely manner.
12. Participates in coordination of care by bringing concerns to RNs, Oncology Nurse Navigator and Providers.
13. Reviews all provider orders associated with an infusion encounter, enters orders into electronic health record as needed.
14. Communicates effectively with ordering provider to ensure that all orders are accurate and complete.
15. Communicates with precertification personnel to make sure all orders have passed medical necessity or have appropriate prior authorization from patient's health insurance prior to treatment.
16. Demonstrates evidence based care in the maintenance of access devices used in the oncology population.
17. Performs injections and IV therapy, (IV starts, PICC and Port access,) using appropriate technique, appropriate dose calculations, operates infusion pumps and documents in the medical record appropriately and accurately.
18. Administers medications according to pharmacy guidelines and per PSMC policy as applicable.
19. Researches each medication to be given and knows the appropriate doses, times to be infused, side effects, appropriate contraindications, etc.
20. Demonstrates awareness and knowledge of treatment modalities used in cancer care.
21. Follows protocols for symptom management and monitoring parameters based on selected therapies.
22. Uses resources such as Lexicomp, Nursing Drug Handbooks and PSMC Pharmacist.
23. Performs therapeutic phlebotomy according to protocol.
24. Utilizes eFax to process faxes.
25. Scans records into patient's medical records as appropriate.
26. Assists Oncology providers, Oncology Nurse Navigator, and Infusion RNs as requested/required.
27. Participates in department inventory every 6 months.
28. Checks voice mails and EHR message groups and responds as appropriate to ensure proper follow-up.
29. Uses approved abbreviations only – refer to policy: Abbreviations in the Medical Record.
30. Communicates with patients in a positive, polite manner and acts as a patient advocate at all times.

**Approved by:**

(Supervisor – Signature)	(Title)	(Date)
	<b>Human Resources Manager</b>	
(Human Resources– Signature)	(Title)	(Date)

**Receipt and Acknowledgment:**

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with Pagosa Springs Medical Center is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.

- Positions, job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of Pagosa Springs Medical Center.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with PSMC policies, procedures, rules and directives.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)