



## JOB DESCRIPTION

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| - <b>General Job Title:</b> Advance Practice Provider (ARNP or PA) | - <b>Original Date:</b> May, 2018 |
| - <b>Department:</b> Nursing                                       | - <b>Revised Date:</b>            |
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- **Basic Function and Scope of Responsibilities:** To provide general medical and specialized oncology care in a clinic setting under the guidance and in collaboration with the medical oncologist/hematologist.
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- **Principal Responsibilities:**
- Perform complete assessment of the patient including vital signs, patient history, review of systems, and physical and psychosocial status of clients by means of interview, health history, physical examination, and diagnostic studies.
  - Recognize deviations from normal in the physical assessment. Works in collaboration with a physician in formulating treatment plans for health problems and follow-up.
  - Writes prescriptions for medications, blood products based upon laboratory results, routine diagnostic and follow-up studies, and therapeutic measures.
  - Interprets and evaluates findings of studies/tests.
  - Relays appropriate information regarding patient care to the collaborating physician.
  - Evaluates the quality of care provided and recommends changes for improvement.
  - Document follow-up letters to referring physicians with summaries of treatment, response, and plan.
  - Interacts with nurse, CMA and other staff for optimal patient care.
  - Provides symptom management for side effects related to oncologic treatment.
  - Enroll patients into investigational studies as directed by supervising physician.
  - Educate patients and families regarding the side effects of chemotherapy and the oncology disease process.
  - Communicate and coordinate with external agencies to ensure a continuum of care.
  - Coordinate with hospital departments to set up procedures as ordered and obtain insurance prior authorizations.
  - Participate in hospital rounds at the discretion of the physician.
  - Provide assistance to the physician on call during weekends and additional days at the physician's discretion.
  - Maintain knowledge of current reimbursement issues and documentation requirements.
  - Follow established policies, procedures and objects including safety, environmental and/or infection control standards.
  - Perform other duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

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- **Education Requirements:**

- Maintain current Iowa Advanced Registered Nurse Practitioner or Physician Assistant Licensure
- Advanced Oncology Nursing Certification preferred
- Current credentials as required by Medical Facilities
- Minimum of three (3) years' experience in oncology setting preferred

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- **Performance Requirements:**

- Knowledge:
  - Knowledge of medical office functions.
  - Extensive knowledge of medical management of oncology patient within scope of practice.
  - Knowledge of common safety hazards and precautions to maintain a safe work environment
  - Knowledge of radiology, lab, and other tests as deemed necessary.
  - Knowledge of Medical Oncology and Hematology Policy/Procedures.
  - Knowledge of and ability to operate computer software programs used by MOHA.
  - Knowledge of all HIPAA and confidentiality policies and procedures.

Skills and Abilities:

- Skill in exercising initiative, judgment, discretion and decision-making to complete job responsibilities.
- Ability to be flexible working with other team members and other departments.
- Must have empathy and compassion during encounters with our oncology patients.
- Must have a pleasant, friendly personality.
- Ability to multi-task, organize and prioritize
- Ability to use community resources for oncology patients.
- Effective verbal and written communication skills to communicate with diverse populations, including physicians, employees, patients, and families.
- Leadership skills to direct others toward the successful treatment of patients.
- Analytical skills to evaluate patient status and healthcare procedures/techniques and to monitor quality of care.
- Fiscal skills to monitor and control costs and revenue.
- Willingness to learn and remain flexible in the changing healthcare environment.
- Ability to assist staff in times of crisis or emergency.
- Ability to exercise sound judgment and discretion while performing duties.
- Ability to determine work priorities and insure proper completion of work assignments.

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- **Organizational Structure:**

This position reports to Assigned Physician and Clinical Practice Manager.

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- **Working Conditions:**

- **Physical surroundings:** Medical office

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- **Adverse working environment** Work may be stressful at times due to continual interaction with others and nature of the medical specialty.
  - **Physical Effort:** Must possess the physical and mental abilities to perform the tasks normally associated with a support role including walking, bending, standing, reaching and sitting.
  - **Domestic/International Travel:** Outreach Clinics as necessary.
  - **Extensive Hours:** None

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- The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts or working conditions. [Click here and type company name], reserves the right to change, amend, add, delete and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the business.

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