

Tennessee Oncology

Current openings(fulltime):

2 openings -LPN- St. Thomas West

JOB SUMMARY:

The Licensed Practical Nurse will provide nursing support for clinic operations to ensure patients receive safe, quality patient care throughout their treatment and disease process.

ESSENTIAL FUNCTIONS:

- Reviews patients' medical records to ensure that all required data has been entered or is available prior to patient's scheduled appointment.
- Generates, reviews and distributes daily assigned clinical reports to appropriate personnel.
- Obtains patient vital signs, weight, height, pain score and or other data collection and documents in Electronic Medical Record (EMR)
- Manages /performs "rooming" process for provider clinics including escorts patients to exam rooms
- Reviews with patient health history, allergies, and current medications and records in the EMR
- Completes required/ assigned screening questionnaires and records information in the EMR
- Assists with provider performed procedures /exams /acts as a chaperone (i.e. bone marrow biopsies, skin biopsies, etc.)
- Stocks exam and treatment rooms with necessary supplies.
- Prepares and maintains supplies and equipment for treatments.
- Verifies accuracy of/collaborates with Front Office staff related to scheduling of lab, provider, treatment and injection appointments.
- Obtains pre-authorizations for oral medications.
- Manages prescription / refill extension requests per Tennessee Oncology (TO) policy, procedure, standards
- Manages IV therapy access devices per TO policy, procedure, standards, including accessing and deaccessing implanted ports, after competency validation, under the supervision of a RN.
- Uses the drug storage cabinet to enter and remove appropriate dose of medications ordered.
- Completes required daily/weekly/monthly drug cabinet activities as assigned, per TO policy, procedure, standards
- Prepares and administers medications as directed by the provider and in accordance with TO and nursing policy, procedures, and standards.
- Monitors PT/INR results and works with provider to manage anti-coagulant /Coumadin therapy
- Completes patient supplemental paperwork for insurance, leave and/or disability, etc.
- Performs telephone triage under the supervision of a Registered Nurse (RN) and or a Physician/ NP/ PA (provider).
- Assists with patient education and informed consent process per TO policy
- Schedules patient psychological services and or arranges community agency /support services referrals, under the direction of the provider and or RN.
- Enters orders accurately into the EMR system for labs and tests per verbal/written order from provider
- Manages provider clinic productivity by identifying and resolving problems that impede patient flow
- Monitors, observes, records, and reports patient's condition and or changes to patient condition, reaction to medications and treatments to the RN and or provider. Assists with or performs

nursing evaluations under the supervision of a provider or RN. Works in the infusion rooms under the supervision of an RN.

- Documents services performed and medications administered accurately and in a timely manner
- Enters charges for services performed accurately and on time
- Completes assigned evaluation tools within designated timeframe.
- Informs clinic managers of clinic needs and concerns relating to the work environment.
- Participates in quality improvement initiatives.
- Participates on committees as requested
- Attends all mandatory in services, training, meetings. Completes required training, continuing education and competency validations on time
- Performs other additional duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of medical terminology and anatomy
- Familiarity with health care/oncology regulations, policies and functions
- Knowledge of equipment, supplies, and materials needed for medical treatment
- Understanding of basic laboratory procedures including preparation and screening.
- Knowledge of infectious disease management and control and safety standards.
- Skills in reading and following written and verbal medical orders.
- Skill in handling a number of tasks simultaneously.
- Ability to establish and maintain effective working relationships with coworkers and patients population.
- Communicates positively and constructively at all times
- Demonstrates a respectful and professional manner while maintaining confidentiality
- Ability to empathize with patients and families and deal with grief and difficult patient interactions.
- Ability to collaborate with health care team to provide care for each patient.
- Ability to cope with death and dying.

EDUCATION & EXPERIENCE:

- Current state LPN License.
- Oncology experience in an outpatient facility preferred
- Minimum of one year LPN experience required. May be waived with the approval of the EDONS
- ONS Oncology Basics (introduction) chemotherapy course required within 6 months of hire then every two years
- Current TO approved BLS provider card.

Please let me know if you have any questions! Thanks!

Yolanda D. Miller
HR Coordinator

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