



Job Description

Physician RN – Surgical Oncology

JOB TITLE: Physician RN – Surgical Oncology
REPORTS TO: Director of Surgical Oncology
LOCATION: Surgery Department – PW5
FLSA: Exempt

I. General Purpose:

- a. Under the general direction of the physician, the Physician Nurse assists with the overall care of the patient, while practicing within the professional boundaries established by the Arkansas State Board of Nursing.

II. Education/Experience (including but not limited to the following):

- a. A.D.N. or B.S.N. from accredited College of Nursing, accompanied by sitting for and passing the NCLEX-RN exam maintaining in the state of Arkansas. RN is responsible for maintaining the required elements for successful renewal.
- b. Require two (2) years of experience as a registered nurse, preferably in surgery or oncology.
- c. Prefer oncology certification.
- d. BLS certification.
- e. Proficient in use of EMR (electronic medical record).
- f. When acting as an interpreter, must be proficient in speaking and understanding both spoken English and Spanish, including any necessary specialized vocabulary, medical terminology, and phraseology, and ability to communicate effectively, accurately, and impartially with individuals with limited English proficiency.

III. Job Duties and Responsibilities (including but not limited to the following):

- a. GENERAL:
 - i. Must possess strong clinical skills and ability to make independent nursing judgments, including triage and resolution of patient issues and concerns, in collaboration with the physician.
 - ii. Able to communicate the findings clearly to the physician.
 - iii. Able to compile a comprehensive note in the EMR, which may include diagnosis, stage, chief complaint, history and physical, performance status, impression and plan.
 - iv. Be willing to learn, or already have, extensive knowledge of assigned physician's specialty:
 1. Diseases and treatments
 2. Surgeries and procedures performed by physician/surgeon
 - v. Will assist with procedures performed in the clinic, as well as instruct patients pre and post procedure.
 - vi. Will have extensive contact with patients and families.
 - vii. Will collaborate with the physician and other healthcare members.
 - viii. Ensures prescriptions are provided to the patient or e-prescribed.
 - ix. Enter physician orders in the EMR.
 - x. Provides patient teaching.
 - xi. Review medical records for new patients and pre-loads notes.
 - xii. Reviews labs and diagnostic tests under the supervision of the physician.
 - xiii. Ensures billing is completed through the EMR.
 - xiv. Ensure queries from the Coders are completed within 48 hours.

- xv. Will delegate tasks to other members of the healthcare team in an appropriate and professional manner.
- xvi. Will be available to clinic staff and patients as needed.
- xvii. May take first call as requested by physician.
- xviii. **This position requires the employee to possess a combination of nursing skills, physical endurance, mental alertness and knowledge, as well as the ability to get along with others.**

IV. Additional skills and responsibilities for job performance:

a. GENERAL EXPECTATIONS:

- i. Maintain continuing education hours to maintain RN licensure.
- ii. Demonstrates ongoing professional growth through and participation in relevant education and appropriate associations such as the Oncology Nursing Society.
- iii. Adheres to clinic standards, policies and procedures, as well as being cost effective.
- iv. Able to work independently, as well as a team member.
- v. Maintains high standard of professional performance, behavior, and appearance.
- vi. Must be proficient in basic computer skills and utilization of MS Office Suite
- vii. Attend required meetings and participate in a constructive manner.
- viii. Participate in professional development activities and maintain professional affiliation.
- ix. Maintain patient confidentiality according to HIPAA rules and regulations.
- x. Establish and maintain effective working relationships with physicians, patients, medical staff, and the public.
- xi. Ability to react calmly and effectively in emergency situations.

b. LANGUAGE SKILLS:

- i. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedures manuals and technical journals.
- ii. Ability to write reports and correspondence.
- iii. Ability to effectively present information and respond to questions from patients, caregivers, physicians, and staff.

c. MATHEMATICAL SKILLS:

- i. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

d. REASONING ABILITY:

- i. Ability to problem solve and clarify necessary steps of logic and reasoning in a professional manner. Intellectual acuity is a necessary qualification.
- ii. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

e. PHYSICAL DEMANDS:

- i. The physical demands described here are representative of those that must be met by a Physician RN at Highlands Oncology. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- ii. The role of a Physician RN requires using the telephone, computer and other related instruments or devices while communicating with patients, caregivers, physicians, and staff.
- iii. While performing the duties of a Physician RN at Highlands Oncology, specific vision and hearing abilities required by this job include both vision and hearing acuity.
- iv. Employee will sit for several hours each day but will also need mobility and ability to stand and walk for periods of time.
- v. Employee may need to lift up to 25 pounds on occasion. May require working under stressful conditions due to deadlines and time constraints.

V. Resignation notification:

- a. Must provide a 4-week resignation notice in writing to immediate supervisor.

VI. Job description and duty acknowledgement:

I have read and understand the job description and what is expected of me in the role of Physician Nurse working for Highlands Oncology. Any questions related to the above expectations were answered thoroughly and carefully. I understand that all clinical knowledge, skills, and abilities will be checked first in a 90-days-from-hire evaluation, and then on an annual basis thereafter.

I further acknowledge the receipt of my job description for this position. I understand that if I have questions about the contents in the job description or my duties in the future, I will ask my supervisor. **I ensure I am familiar with policies and procedures, will complete all required training assignments, and follow the Code of Conduct. I will comply with all federal and state regulations, laws and policies as they presently exist and as they change or are modified.**

Employee Printed Name: _____

Employee Signature: _____ Date: _____

Supervisor Printed Name: _____

Supervisor Signature: _____ Date: _____