

Title: Nurse Manager  
Department: Oncology  
Reports to: VP of Patient Services

### **Summary/Objective**

Under the direction of the VP of Patient Services, the Nurse Manager performs a wide variety of duties in order to plan, organize, administer and coordinate programs necessary to provide patient care in a safe, comfortable environment to all patients on their units. This person is accountable to act as patient advocate and liaison between patient, family and physician, in addition to addressing physical, emotional, social and spiritual needs to the patients in our care.

### **Essential Functions**

- Conduct ongoing assessment of patient and/or family needs to optimize the patient's care through communication and follow-up with the appropriate person or department to handle the individual needs. Supervise all nursing activities related directly or indirectly to patient care.
- Monitor the care administered by the nursing staff through chart review and actual observation to assure that quality care is provided in a safe, comfortable environment and good guest relations are practiced. Maintain Quality Assurance program.
- Offer constructive, positive feedback to staff along with annual evaluations and other necessary communications. Prepare written evaluations for personnel upon completion of probationary period and annually near anniversary date or whenever special needs arise.
- Monitor staff for competency and compliance with standards of care. Provide opportunities for continued in-service attendance to maintain a knowledgeable, technically skilled nursing staff who are well oriented to hospital policies and procedures.
- Responsible for daily patient assignments and to provide adequate coverage for quality nursing care. Responsible for adjusting to the frequent shift in census to keep FTE's within budget. Maintain optimal productivity levels.
- Attend meetings to keep current with changes within the hospital, address problems, offer input and improve quality of care. Ensure that timely staff meetings are held (minimum 6/year). Utilize staff meetings plus oral and written communication to inform staff and maintain an efficiently run nursing unit.
- Monitor utilization of universal precautions by staff and assess patients for signs of infection and effectiveness of treatment. Maintain the lowest possible rate of infection and protect staff from infection.
- Monitor the overall environment and equipment to maintain a safe and comfortable environment for patients plus an efficient, safe working environment for employees.
- Communicate pertinent information to the Nursing Supervisor and/or Chief Nursing Officer to improve patient care, staffing, interdepartmental communication and the overall efficiency of the unit.
- Respond promptly to emergency codes.
- Interview, assist in hiring personnel, counsel and discipline employees when indicated
- Orient new personnel and evaluate competence.

- Anticipate the need for equipment and supplies. Monitor usage and order accordingly to stay within budget. Submit capital equipment requests for approval.
- Participate on hospital/department committees as required or assigned.
- Assist the Chief Nursing Officer as assigned.
- Perform other related duties as required or assigned or as may be necessary in an emergency situation
- Manage infusion therapy schedules, oncology treatments, and Short Procedure Unit schedules.

**Knowledge, Skills and Abilities**

- A minimum of 3 years' experience as a registered nurse in oncology or related specialty.
- A minimum of 2 years' experience in a supervisory or management capacity which includes completion of work schedules, patient assignments and evaluating staff performance.
- A minimum of 1-year experience in obtaining insurance authorizations.
- Previous experience in critical situations.
- Excellent organization skills and the ability to multitask.
- Strong verbal and written skills to communicate with department staff and other members of the hospital staff.
- Good assessment and technical skills required of registered nurses when administering direct patient care.

**Education/Experience*****Required***

- Bachelor of Science Degree in Nursing required; Master of Science Degree in Nursing preferred
- Graduation from an accredited School of Nursing and current licensure by the Pennsylvania Board of Nursing
- Basic computer skills including word processing.
- American Heart Association/American Red Cross Cardiopulmonary Resuscitation (CPR) Certification

***Preferred***

- Advanced Cardiac Life Support (ACLS) Certification
- Pediatric Advanced Life Support (PALS) Certification
- Certification in Oncology

**Work Environment**

Work is performed primarily indoors in a generally acceptable work area. The employee may encounter some potentially adverse conditions due to: direct patient contact, exposure to contagious diseases on a limited basis.

Physical Demands are: frequent fine manipulation and keyboarding; occasional lifting/carrying up to 50 pounds; occasional pushing/pulling up to 100+ pounds; occasional balancing, bending, stooping, kneeling, crouching, reaching, handling, grasping and overhead lifting.

**Positions Supervised**

Registered Nurse

Licensed Practical Nurse