



Job Code: 9896

Grade: NS4

HCWR: N

Job Title

Oncology Nurse Manager

Department

Cancer Center

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Oncology Nurse Manager will plan, direct, and oversee all aspects of nursing care delivery for the Oncology service line, under direction. The Oncology Nurse Manager will oversee nursing operations and provision of patient care services including nursing care infusion center and oncology clinics, as well as serves as a consultant for in-patient oncology nursing needs. The Oncology Nurse Manager oversees clinic operations and provision of patient care services including management of staff, patient access and flow, resource allocation and unit quality indicators. Works closely with the Director of Operations CCH Cancer Programming and the Cancer Center Medical Director to implement approved clinical practices and standards.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



General Administrative Responsibilities

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- Develops and implements evidence-based standards of clinical practice to ensure 24/7 excellent service and care delivery for patients receiving care in the Hematology/Oncology Center to improve the health of the population, enhance the experience and outcomes for the patient, and reduce per capita cost of care.
- Oversees the for safe administration of blood products, chemotherapy, and immunotherapy for patients.
- Establishes collaborative partnership with physician and administrative site leadership to achieve system goals and objectives for the unit
- Develops clinical standards of care in assigned area. Assists in delivery of patient care and quality improvement. Organizes and assist staff to promote the rapid response to change in case flow and medical emergencies.
- Develops and implement an effective Cancer Care program including establishment of patient care standards and design of documentation and training/development tools.
- Ensures that all practice Provider and ancillary encounters are billed accurately and within established timeframe. Audits staff productivity and establishes benchmarks to create a performance pathway to success.
- Ensures that staff fully utilize IT systems and are up to date on CCH registration and insurance plans requirements.
- Ensures that patient care is delivered within CCH established service standards, regulatory requirements, and professional standards of care.
- Tracks clinical performance indicators and develops action plans. Oversees development of training and competencies.
- Identifies opportunities for process improvement and initiates improvement efforts within the clinic/service to increase or exceed established metrics.
- Ensures appropriate patient education and engagement strategies are implemented.
- Maintains environment of care in accordance with regulatory and licensing standards. Responsible for ensuring that offices and public areas of the practices are clean and in order.
- Conducts Rounds with Environmental Service and Facilities staff to identify deficiencies and to develop corrective action plans.
- Ensures that appropriate levels of supplies are stocked in clinical areas as required.
- Ensure that equipment is in good working order or tagged if not working.



Typical Duties

- Assists as required with new patient initiatives.
- Maintains and approves schedules for clinical and support staff based on patient care need and to ensure adequate staffing daily; Approves payroll.
- Ensures compliance with: HIPAA, emergency, and disaster preparedness communication, MSDS (global harmonized system), sexual harassment, universal precautions, confidentiality, security and privacy; annual staff training and documentation requirements.
- Follows downtime procedures for all defined emergency codes at site (computer downtime, electrical, fire, etc.).
- Makes sure Risk Management, Corporate Compliance and Quality Management policies are being followed.
- Keeps up to date with changes in Pain Management and Interventional Radiology practices.
- Reviews routine and ad-hoc reports and shares information with staff.
- Performs all other duties as assigned.

Minimum Qualifications

- Licensed as a Registered Professional Nurse in the State of Illinois
- Bachelor's degree or higher in Nursing from an accredited college or university
- Seven (7) years of full-time Nursing experience in an acute care setting with at least five (5) years of experience in hematology and oncology
- Three (3) years of full-time hematology and oncology experience as a Nurse Supervisor and/or Nurse Manager over chemo infusion center with one (1) year of experience in ambulatory clinic
- Current certification in one of the following areas: Oncology Certified Nurse (OCN), Advanced Oncology Clinical Nurse Specialist (AOCNS), or Bone Marrow Transplant Certified Nurse (BMCTN)
- Current Basic Life Support (BLS) certification
- Must be able to work flexible schedules, including evenings and weekends

Preferred Qualifications

- Master's degree in Nursing, Business or Healthcare Administration from an accredited college or university
- Five (5) years of clinical practice experience
- Previous work experience in a union environment
- Certification in Pain Management
- Bilingual

Knowledge, Skills, Abilities and Other Characteristics

- Thorough knowledge of management principles and practices
- Knowledge of business operations and experience leading project teams
- Thorough knowledge and understanding of the Health Insurance Portability and Accountability Act (HIPAA) to ensure the protection of the confidentiality and security of healthcare information for all patients
- Knowledge utilizing Microsoft Office Suite (PowerPoint, Word, Excel, and Outlook)



Knowledge, Skills, Abilities and Other Characteristics

- Excellent management and leadership skills
- Excellent verbal and written communication skills necessary to communicate with Skilled in
- time management as it relates to situations that have competing priorities
- Ability to work independently and simultaneously manage multiple complex projects
- Ability to assign, prioritize, review and evaluate the work of a variety of employees, including internal employees, vendors, consultants, and combinations thereof
- Ability to calculate budget estimates necessary to evaluate costs
- Ability to train by presenting concepts and demonstrating tasks
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to maintain a professional demeanor and composure when challenged
- Must be able to work flexible hours including nights and weekends

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.