



**ESTES PARK MEDICAL CENTER  
JOB DESCRIPTION**

**POSITION:** RN- Chemotherapy  
**LOCATION:** Hospital  
**REPORTS TO:** Director of Emergency Department

Every effort has been made to make your job description as complete as possible. However, this position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their department supervisor or department designee.

**EDUCATIONAL REQUIREMENTS:**

Minimum of one year experience in nursing; certified in chemotherapy administration.  
Experience in chemotherapy/oncology nursing.

Requirements are representative of minimum level of knowledge, skills and/or abilities. A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties.

**ESSENTIAL JOB FUNCTIONS:**

1. is available as needed for scheduled outpatient chemotherapy administration.
2. Provides direct patient care and case management to outpatient oncology clients.
3. Sets up chemotherapy room and equipment for chemotherapy administration.
4. Prepares and mixes all chemotherapy room and equipment for chemotherapy administration, following OSHA guidelines. See Policy and Procedure regarding use of chemo hood.
5. Administers chemotherapy in a safe and proper manner.
6. Completes necessary documentation for chemotherapy administration, including patient charts and patient charges for services rendered.
7. Cleans and restocks chemotherapy room as needed.
8. Assists oncologist with procedures in the emergency room as needed.
9. Provides appropriate patient education to oncology clients.
10. Responsible for monitoring and evaluation of quality assurance.
11. Cooperates with fellow oncology nurses in developing standards, in-servicing and maintaining quality of nursing care.
12. Assist with annual budget preparation.
13. Marketing of chemo services.



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**PHYSICAL REQUIREMENTS:**

**Climbing:** Ascending or descending stairs using feet and legs and/or hands and arms as required for ordinary locomotion.

**Balancing:** Maintains body equilibrium to prevent falling when walking, standing, or crouching as needed for ordinary locomotion and maintenance of body equilibrium.

**Stooping:** Bending body downward and forward by bending at the waist. This factor is important since it occurs to a considerable degree and requires full use of the lower extremities and back muscles.

**Kneeling:** Bending legs at the knees to come to a rest on knee or knees.

**Crouching:** Bending the body downward and forward by bending the leg and spine.

**Crawling:** Moving about on hands and knees or hands and feet.

**Reaching:** Extending hand(s) and arm(s) in any direction.

**Standing:** Standing for sustained periods of time.

**Walking:** Moving about on foot to accomplish tasks, particularly for long distances.

**Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.

**Pulling:** Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.

**Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important since it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.

**Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm, as in handling.

**Grasping:** Applying pressure to an object with the fingers and palm.

**Feeling:** Perceiving attributes of objects, such as size, shape, temperature, or texture, by touching with the skin, particularly that of fingertips.

**Talking:** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed to other workers, accurately, loudly, or quickly.

**Hearing:** Perceiving the nature of sounds with no less than a 40 dB loss @ 500 Hz, 1,000 Hz, and 2,000 Hz with or without correction. The ability to receive detailed information through oral communication and to make fine discriminations in the sound, such as when making fine adjustments on machined parts or distinguishing alarm sounds.

**Repetitive motions:** Moving the wrists, hands, and/or fingers.

**Light work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. This position may require the use of arm and/or leg controls requiring exertion of forces greater than that for sedentary work.

**VISUAL ACUITY:**

Visual acuity requirements including color, depth perception, and field of vision.

**Clerical, administrative:** This position deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminals, extensive reading.



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**PHYSICAL SURROUNDINGS/HAZARDS:**

The worker is subject to inside environmental conditions and has protection from weather conditions but not necessarily from temperature changes.

The worker is occasionally subject to outside environmental conditions and has no effective protection from weather.

Must be able to work 8-12 hour shifts, flexibility in scheduling (weekends, days, evenings, nights).

Fluctuation in workload may create feelings of pressure/stress.

Rapidly changing priorities may cause stress and need for flexibility.

Must be able to sustain normal hospital exposure to bacteria, viruses and fungi.

**This is a job description, not an implied or expressed contract of employment. Estes Park Medical Center cannot offer a position of employment until a background check consisting of a name link, criminal history and job references; and a physical and lift test has been completed.**

**ACKNOWLEDGMENT**

I have read this job description and acknowledge the information set forth therein. I hereby accept the position of Nurse-Chemotherapy and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand and accept the policy as outlined for the introductory period. I acknowledge that as a result of my employment, I may be exposed to infectious diseases including the AIDS and Hepatitis B viruses and that the facility will make available to me, the Hepatitis B vaccinations. I acknowledge that tasks assigned to this position may/may not involve potential and/or direct exposure to blood or body fluids. I further acknowledge that my employment is at-will and thereby understand that my employment may be terminated at-will by the facility or myself and that such termination can be made with or without notice.

I understand and agree that my starting wage will be: \_\_\_\_\_

Signature of Employee \_\_\_\_\_

Date \_\_\_\_\_

Date of Job Description: \_\_\_\_\_