

MANILAQ ASSOCIATION
02-07

Title: Cancer Nurse Case Manager
Program: Cancer
Housing Priority: 1
Safety Sensitive: Yes

Range: 16
Status: Non-Exempt
Covered: Yes
Sensitive: No

POSITION SUMMARY:

This position will perform professional case management nursing duties in the care of adult and pediatric cancer patients served by Maniilaq Health Center. Responsible for assisting with the implementation of the Cancer Program according to program goals and objectives. The Case Manager will promote cancer prevention and health care that will enhance the patients quality of life, decrease fragmentation of care, while efficiently utilizing resources. The process includes screening and prevention and care management including therapeutic treatment, discharge planning, connection with available resources, implementation of care plan, on going monitoring and re-assessment. Goals are set where appropriate jointly by patient, family and treatment plan.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Utilizes the nursing process to assess, plan, implement, and evaluate care to meet the physical, emotional, spiritual, and socio-cultural needs of the cancer patient and his family.
2. Review health summaries of all known cancer patients, based on roster and prioritize need for services.
3. Contact and schedule appointments for chemo therapy treatments, follow up on regularly scheduled necessary and appropriate appointments to assure quality of care according to the policy on Chemotherapy.
4. Coordinate necessary ancillary services such as lab and x-ray. Contact patients prior to appointment with provider to assure all points of contact are informed and updated prior to time of visit.
5. Update Cancer registry as necessary, add patients to this register as they move into care and inactivate patients that move out.
6. Enter into the RPMS system data concerning patient visits and care that has not previously been entered. Following patient visits review health summaries to ensure data from visit is correctly entered. Interact with appropriate personnel to make necessary corrections.
7. Assist with coordinating appointments of anyone referred by an MHC provider or patients who seek Cancer screening.
8. Assist Program Manager in monitoring and quality assurance activities.
9. Review active Cancer patient charts and health summaries. Identify those who have had family or historical risk, make referrals, follow up with appointments and closely monitor those at highest risk.
10. Collaborate with other health professionals as part of an intensive cancer case management team.
11. Works in coordination with the Cancer Program Manager to develop and implement the Cancer program according to the program goals and objectives.
12. Identifies, develops and maintains a current resource data base of federal, state, community and institutional resources.
13. Assists in maintaining the Cancer/Tumor registry in accordance with federal, state and Maniilaq guidelines.
14. Attends team conferences and networks relationship building and resource development.
15. Engages in professional development activities to keep abreast of state of the art case management practices.
16. Develops, implements, evaluates and monitors plan of care for and with the individual patient and where appropriate, family/caregiver consistent with cultural, social and psychological requirements. Uses interdisciplinary collaborative approach where appropriate.
17. When planning and implementing care, considers developmental needs of particular age group and reflects this in the care plan.
18. Provides tracking and follow up of abnormal test results in collaboration with provider team concept.
19. Supports and participates in teaching and training to expand services and increase public awareness of cancer prevention, awareness and education..
20. Refers clients to physicians and specialists as needed. Assists with procedures as necessary; such as chemotherapy.
21. Makes appointments and travel arrangements for patients as necessary. Maintains professional ethical standards at all times.
22. Responds to emergency disaster on call as required by MHC.

