

Job Summary: Infusion Nurse Specialist

Policy

- A. This job summary describes the requirements and responsibilities of the Infusion Nurse Specialist at Vital Care, Inc.
- B. The Infusion Nurse Specialist position is supervised by the Director of Corporate Outreach.
- C. The Infusion Nurse Specialist position is an exempt position.
- D. This job description must be signed before the end of orientation.
- E. This job description will be used as part of the employee's 120 day evaluation, and will be signed by the employee and leader at that time.
- F. This job description will be used as part of the employee's annual performance evaluation, and will be signed by the employee and leader at that time.
- G. This job summary lists key components of the position. However, not all tasks that may be assigned to this position are listed. Additions to the job summary may be made at any time by the Director of Corporate Outreach based on the needs of the company.
- H. This job title requires the signature of a Non-Disclosure Non-Competition Agreement at the time of hire.
- I. The Infusion Nurse Specialist shall be responsible for working hours necessary to complete assigned duties within established parameters.

Job Summary

The Infusion Nurse Specialist is responsible for initiatives related to the training and ongoing support of Vital Care franchise infusion nurses. The goal of the Infusion Nurse Specialist is to maximize the potential of our franchises' infusion nurses through education, training, development of resources, teaching of Continuing Education (CE) programs, and responding to clinical and operational questions. The Infusion Nurse Specialist is also to serve as a content expert for Vital Care's policies and procedures related to nursing services.

Qualifications

- Baccalaureate degree from an accredited School of Nursing required; MSN preferred.
- Licensed RN in good standing required.
- Specialty Nursing Certification preferred (i.e. CRNI).
- Experience in developing and presenting nursing CE programs or other adult learning courses using principles of adult education required.
- Experience in quality assurance and performance improvement tasks preferred.

- Minimum of 5 years of infusion therapy experience required.
- Excellent interpersonal, verbal and written communication, and organizational skills required.
- Proven ability to work in a team environment required.
- Ability to use computer equipment and learn new software applications required.
- Willingness and ability to travel required.

Physical Requirements

<i>Task</i>	<i>Estimate</i>
The employee must be able to:	
Use computer monitor and keyboard for extensive periods.	8 hours per day
Stand for an extended period during presentations.	As needed, 5 days per month
Sit for extended periods during car travel	4-6 hours at a time; 5 days per month
Driving and air travel to visit franchises, referral sources and hospital systems.	As needed, 5 days per month
Carry audiovisual equipment and training aids, typically over 20 lbs.	Short distances; 5 days per month

Essential Job Functions

- Ensures compliance with regulatory and compliance standards.
- Adheres to organization policies and procedures.
- Adheres to department standards regarding acceptable attendance, reporting to work on time and completing work in designated time.
- Attends all mandatory meetings.

Job Responsibilities & Functions

- Carries out projects delegated by the Director of Corporate Outreach in the specified period.
- Develops and implements an infusion nurse-training program. Provides ongoing training to infusion nurses at franchise locations to support overall growth.
- Maintains an organized contact management and notes system, and implements the use of such a system with franchise pharmacy personnel and industry contacts.
- Effectively coaches and mentors franchise-based nurses and clinical liaison staff.
- Provides training to franchise-based nurses and nurse liaison staff in multiple mediums, including but not limited to live presentations, recorded video presentations, and written materials.

- Develops resources for use by infusion nurse staff.
- Maintains current knowledge of nursing best practices, regulations and accreditation standards in home infusion/alternate site infusion settings.
- Maintains current knowledge of home infusion and ambulatory infusion suite therapies, product lines, clinical services, and associated costs and profitability.
- Maintains current knowledge of Vital Care's intake processes and systems.
- Maintains a positive ongoing relationship with the franchise staff through face-to-face communication and routine email or phone contacts.
- Completes and submits CE provider applications and renewal procedures.
- Maintains current knowledge of state continuing education regulations for professionals in Vital Care service areas.
- Designs and develops new continuing education offerings based on the measured and validated need for those offerings.
- Revises existing continuing education offerings as needed and when appropriate, and in keeping with the individual state provider criteria.
- Reviews standard documentation forms for course approval, approves the course and forms, and assures submission of those forms for course approval in a timely manner.
- Effectively utilizes principles of adult education when developing and presenting continuing education offerings.
- Maintains excellent presentation skills during CE programs presented.
- Selects/approves faculty for individual CE courses/offerings. Assures that faculty are appropriately oriented, prepared, and have successfully completed required competence validation and internal certification, prior to the faculty member presenting CE courses/offerings.
- Is available to franchises and other company departments on a regular basis to answer clinical nursing questions; responds to requests promptly and professionally.
- Participates in the design, development, and implementation of the in-house franchise-training program and other materials for franchise education as assigned by the Director of Corporate Outreach.
- Monitors patient care supplies on Vital Care's formulary so that safe, cost-effective equipment is recommended to Vital Care pharmacies.
- Develops and routinely reviews franchise policies and procedures, patient education booklets and forms related to nursing services to reflect evidence-based practice.
- Contributes articles to the Vital Care Advisory on nursing practice issues.
- Participates in a positive and cohesive team approach within the Department of Corporate Outreach.
- Completes other duties deemed necessary by the Director of Corporate Outreach to accomplish the goals and mission of the department and company.

Orientation Signature

The signatures below indicate the employee received this job summary during his/her orientation process.

Employee Signature:	Date:
Manager/Director Signature:	Date:

Yearly Performance Review/Evaluation Signatures

The signatures below indicate a review of this job summary during the employee's annual performance review/evaluation

Employee Signature:	Date:
Manager/Director Signature:	Date: