



POSITION DESCRIPTION

POSITION TITLE: CANCER PATIENT NAVIGATOR

DEPARTMENT: ACUTE CARE

CLASSIFICATION: NURSE IV

UNION: MNU

REPORTING RELATIONSHIPS

POSITION REPORTS TO: CARE TEAM MANAGER

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

The Cancer Patient Navigator (CPN) is a health care professional with specialized knowledge of oncology who provides guidance, support, and self-management capacity to patients and families who are newly diagnosed, undergoing treatment, in follow-up care, or are longer term survivors to improve coordination of services and their quality of life as they negotiate the health care system throughout the cancer journey. The CPN is able to address a wide range of physical, psychosocial, emotional, and practical needs that may arise. The CPN will foster collaboration and knowledge sharing with the shared care team in order to provide informational continuity and person centred care. The incumbent will make care closer to home possible by ensuring access to supportive and rehabilitative care, palliative care, volunteer programs, and other resources where available. The CPN will work to improve the quality and consistency of cancer care in rural communities by identifying gaps in services and advocating for improvements in the cancer care system with senior management, Cancer Care Manitoba (CCMB), local cancer committees and others to enhance the community's capacity to care for cancer patients. The responsibilities of this position will require travel throughout the region and to the Community Cancer Program sites and the Community Cancer Resource and Support Program site. The position of Cancer Care Navigator functions in a manner consistent with, and supports the a) mission, vision and values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

1. Case management:

- Assists cancer patients to access timely cancer care and supportive services and to become more familiar with the health care system.
- Consults with the patient's care team to become familiar with the cancer diagnosis, stage, treatment options, and survivorship issues.
- Performs a comprehensive assessment, considers the person's knowledge about his or her disease, and creates a navigation plan that addresses patient and family's navigation needs, interventions, and referrals.
- Uses appropriate screening tools when necessary.
- Provides tailored clinical, decisional, psychosocial, informational, and practical support, or referrals to these supports.
- Collaborates with other health professionals for patient and family care planning, discharge planning, and follow up requirements.
- Advises the referring physician of triage standards and clinical requirements for referral to CCMB.
- Facilitates communication between family physicians, surgeons, and other community based specialists and oncologists.
- Helps to ensure that medical staff and / or appropriate professionals have the information required to care or follow up with a patient.
- Actively participates in team rounds as required, communicating changes, challenges and needs associated with each patient and family.
- Assists with the transition to primary care and post treatment survivorship care.
- Facilitates early referral and transition to the Palliative Care Team when appropriate.
- Helps organize appointments as required.
- Arranges referrals as required.
- Ensures a seamless transition from tertiary care to community care.
- Identifies and coordinates patient and family care needs that can be met by other community team members and agencies.
- Maintains detailed clinical records.

2. Emotional Support and Counselling:

- Assesses and recognizes the patients' and families coping skills and resources from a strengths based perspective.
- Focuses on empowerment and Identifies and builds on the patient's and family's strengths.
- Applies the knowledge of cancer disease process, treatments, side effects, and complications anticipating the patient's needs including emotional and practical needs.
- Supports patient and family to express needs to the care team.
- Refers patients and/or families to supportive/rehabilitative care services, both professional and volunteer.
- Understands end of life issues, including the role of palliative care, and how to comfortably address them with families.
- Understands the cultural influences on patient care and strategizes to enhance cultural competency.
- Utilizes principles of crisis intervention, risk management, and anticipatory care.
- Engages in critical thinking and integrates best practices and evidence based knowledge in their practice.

- Demonstrates effective patient interviewing and information gathering techniques.
- 3. Liaison and Advocate:**
- Empowers patient/caregiver throughout the decision making process.
 - Supports patient and family behaviour that demonstrates autonomy and freedom of choice.
 - Advocates on behalf of the patient and family with care providers and services to support their choices and needs.
 - Links culturally diverse communities to the cancer system.
 - Acts as a liaison between community based professionals and the local cancer care team.
 - Advocates for system change when gaps and inefficiencies are identified.
- 4. Educator:**
- Assesses, understands, and accepts patients' literacy level and learning readiness.
 - Provides individualized education, intervention, and support to individuals living with cancer and their families which are paced and appropriate for the individual.
 - Provides educational support, guidance and resources to health care providers, community based organizations, and the public such as clinical guidelines, care maps, and clinical leaders.
 - Collaborates with community primary care organizations and members in providing cancer prevention and early detection care knowledge.
 - Assists in the dissemination of standards for cancer care delivery.
 - Utilizes clinical pathways for the major types of cancer to aid the patients with their journey.
 - Educates the public, community organizations and members of the local cancer committees about the role of the CPN
 - Participates in screening and prevention clinics promoting healthy living for cancer patients in cooperation with the RHA's health promotion and chronic disease prevention programs.
- 5. Team Builder:**
- Communicates with various staff, organizations and agencies within the local community to improve organization, quality, and coordination of services.
 - Assists in the development of positive working relationships among peers.
 - Participates in local and provincial committees to enhance cancer care.
 - Provides evaluative feedback as it impacts on the patient's cancer care experience.
 - Develops and maintains networks at the local and provincial level.
- 6. Professional Practice:**
- Maintains current knowledge in areas of clinical interest and expertise.
 - Maintains partnership in provision of services and care with CCMB, working in collaboration with the Rural Manitoba Navigation Lead, Community Cancer Programs Network (CCPN).
 - Participates in regular Rural Manitoba Navigation Network meetings and Rural Manitoba Supportive Care Network meetings via Telehealth.
 - Participates in regular clinical mentorship sessions and educational opportunities.
 - Demonstrates professional responsibility and accountability, while practicing with a high degree of autonomy when providing services.

- Functions with standards, policies and legislation governing the profession.
- Demonstrates respect for the patient and family to support, maintaining confidentiality of patient information.
- Documents patient interactions and interventions to track navigation's effectiveness and outcomes.
- May participate in research when opportunities arise and generate research ideas.

OTHER

- Performs other duties as assigned.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Baccalaureate of Nursing required.
- Current registration with the College of Registered Nurses of Manitoba required.
- Completion of an oncology related program required (Canadian Nurses Association or Oncology Nursing Distance Education Course) required.
- Completion of a recognized Patient Navigation course or willingness to complete within 12 months of taking the position required.

REQUIRED KNOWLEDGE:

- Demonstrated evidence based knowledge of cancer disease process, treatments, side effects and complications.

EXPERIENCE REQUIRED:

- Minimum of three (3) years experience within the last five (5) years caring for patients and families with cancer required.
- Experience in adult education principles.

SKILLS/COMPETENCIES:

- Advanced level of communication, facilitation, and presentation skills.
 - Demonstrated ability to practice in a culturally responsive manner.
 - Demonstrated competence in team building, conflict management, and interpersonal effectiveness.
 - Leadership skills and ability to work within a multidisciplinary team setting.
 - Effective verbal and written communication skills.
 - Ability to respect a culturally diverse population through knowledge of a broad spectrum of cultural values, beliefs, and health issues.
 - Working knowledge of computers required.
 - Up to date immunization record.
 - Ability to work with minimal supervision and in multiple environments.
 - Good physical and mental health to meet the demands of the position.
 - Valid Manitoba driver license and access to a reliable vehicle required.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - Will be required to travel throughout the region as duties may require.
 - No hazardous or significantly unpleasant conditions.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
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Created: October, 2012
Date

Revised: _____
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Vice President, Human Resources Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.