

Job Description



Title/Position: Hospital Outpatient/Infusion Nurse

Department: Hospital

Reports To: Director of Nursing

Days/Hours: 80 hours/pp; M-F; 8:00 a.m.-5:00 p.m.

FLSA Status: Non-Exempt

Wage Scale: \$38.22-\$58.37

Reviewed: 10/1/26

JOB SUMMARY:

The hospital outpatient/infusion nurse is responsible for coordinating and delivering safe, high-quality outpatient and infusion services to patients across the continuum of care. This position works closely with providers, pharmacy, patients, and the prior authorization team to ensure timely treatment and exceptional patient outcomes. Responsibilities include patient assessment, scheduling, care coordination, chemotherapy and medication administration, patient education, and monitoring of patients receiving outpatient and infusion therapies. When outpatient and infusion census is low, this position serves as a resource nurse and provides clinical support to other departments throughout the organization as needed.

STANDARD REQUIREMENTS:

- Supports the mission, vision, and values that make us SHINE at Appleton Area Health.
- Adhere to AAH Code of Conduct
- Adhere to facility policies
- Supports, cooperates with, and implements specific procedures and programs for:
 - Safety, including universal precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair, and maintenance needs.
 - Confidentiality of all data, including resident, employee, and operations data.
 - Quality assurance and compliance with all regulatory requirements.
 - Compliance with current law and policy to provide a work environment free from sexual harassment and all illegal and discriminatory behavior.
- Supports and participates in common teamwork:
 - Cooperates and works together with all co-workers; plans and completes job duties with minimal supervisory direction including appropriate judgment.
 - Uses tactful, appropriate communication in sensitive and emotional situations.
 - Follows up as appropriate with supervisor, co-workers, or residents regarding reported complaints, problems, and concerns.
 - Promotes positive public relations with residents, family members, and guests.
 - Completes requirements for in-service training, acceptable attendance, uniform dress codes including personal hygiene, and other work duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: (The following statement represents the minimum experience and training standards that will be used to admit or reject applicants for interview and selection, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education).

- Graduate of an accredited school of nursing.
- Current Registered Nurse license in the state of Minnesota.
- Current BLS/ACLS certifications or willingness to obtain within 1 month of hire.
- Oncology Nursing Society Chemotherapy/Immunotherapy Provider Certification preferred or willingness to obtain.

ESSENTIAL FUNCTIONS:

- Assess, plan, implement, and evaluate patient care in the outpatient and infusion setting.
- Administer prescribed intravenous medications, injections, blood products, biologics, specialty medications, immunotherapies, and chemotherapy treatments.
- Monitor patients during and following infusions for adverse reactions and implement appropriate interventions as needed.
- Perform patient assessments, obtain vital signs, and document clinical information accurately in the electronic medical record.
- Ensure safe administration, handling, and disposal of chemotherapy and hazardous medications in compliance with organizational, regulatory, and safety standards.
- Maintain competency in infusion therapy, vascular access management, chemotherapy administration, and emergency response procedures.
- Provide patient and family education regarding diagnoses, treatment plans, medications, chemotherapy regimens, side effects, symptom management, and follow-up care.
- Evaluate patient responses to treatment and communicate concerns to providers and other members of the healthcare team.
- Coordinate care with physicians, advanced practice providers, pharmacy, laboratory, radiology, case management, and other healthcare team members.
- Collaborate with the prior authorization team to ensure insurance approvals are obtained before scheduled treatments and procedures.
- Review provider orders.
- Facilitate communication with patients regarding treatment plans, appointments, scheduling changes, and follow-up instructions.
- Assist in coordinating referrals and additional services necessary for comprehensive patient care.
- Schedule outpatient and infusion appointments while optimizing patient access and department efficiency.
- Coordinate treatment schedules to ensure medication availability, staffing needs, and timely patient care.
- Maintain accurate records related to scheduling, authorizations, treatment plans, and completed services.
- Communicate supply needs to appropriate departments.
- Support departmental quality initiatives and regulatory compliance.
- Serve as a resource nurse for Med/Surg when outpatient/infusion patient volumes are low.
- Assist with direct patient care, admission, discharges, procedures, and other nursing functions as assigned.

PHYSICAL AND MENTAL DEMANDS:

For physical and mental demands of the position and environment, see the following description.

Physical and Mental Demands (The ADA requires employers to make reasonable accommodations for a person with a Disability. This information is needed to assist AAH in meeting these obligations).				
PHYSICAL DEMANDS (FREQUENCY BASED ON AN 8 HOUR SHIFT)	NOT APPLICABLE	OCCASIONALLY 1-2.5 HR	FREQUENTLY >2.5-6 HR	CONTINUOUSLY >6-8 HR
STANDING			X	
WALKING			X	
SITTING			X	
REACHING ABOVE SHOULDERS		X		
REACHING AT WAIST LEVEL		X		
REACHING BELOW KNEE		X		
CLIMBING	X			

LIFTING ABOVE SHOULDER <10 LBS		X		
LIFTING ABOVE SHOULDER > 10 LBS		X		
LIFTING FROM FLOOR TO WAIST <10 LBS		X		
LIFTING FROM FLOOR TO WAIST 10-30 LBS		X		
LIFTING FROM FLOOR TO WAIST >30 LBS		X		
CARRY WAIST LEVEL <10 LBS		X		
CARRY WAIST LEVEL 10 - 30 LBS		X		
CARRY WAIST LEVEL TO 31 - 50 LBS		X		
CARRY WAIST LEVEL > 50 LBS		X		
PUSHING/PULLING < 20 LBS		X		
PUSHING/PULLING 21 - 75 LBS		X		
PUSHING/PULLING 76 - 150 LBS		X		
PUSHING/PULLING >150 LBS		X		
WRITING		X		
HEARING				X
SQUAT/KNEELING		X		
REPETITIVE ACTIONS		X		
KEYBOARDING		X		
DRIVING	X			
SPEAKING				X
SEEING/VISUAL				X
PHYSICAL ENVIRONMENT				
X	NOISE		FUMES/GASES	X
	HEAT/COLD	X	HUMAN TISSUE/FLUIDS	X
X	INFECTIOUS DISEASE		ANIMAL TISSUE/FLUIDS	
	MOVING MACHINERY	X	RADIATION	
	VIBRATION		WET/HUMID ENVIRONMENT	X
	WORK OUTSIDE	X	TELEPHONE USAGE	
MENTAL DEMANDS				
X	FREQUENT PEOPLE CONTACT	X	FREQUENT INTERRUPTIONS	X
X	IRREGULAR WORK SCHEDULE	X	DECISION MAKING SKILLS	X
	SUPERVISORY SKILLS	X	CONCENTRATION REQUIREMENT	X
X	DETAILED WORK	X	ABILITY TO WORK INDEPENDENTLY	X
SPECIAL CONSIDERATIONS/UNIQUE ENVIRONMENTS OR DEMANDS:				

Disclaimer

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor’s right to modify assignments as necessary. This document does not create a contract for employment.

Receipt and Acknowledgement

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

P:\HR\Job Descriptions

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I do/do not (please circle one) need accommodations under the Americans with Disabilities Act.

Employee's Name (Printed): _____

Employee Signature: _____

Effective Date: _____