



RN (Residence and Homecare)

Job Description

Position: The RN is responsible for overseeing the development, implementation, and coordination of plans of care for home care and residence hospice patients by ensuring the delivery of high-quality patient care that is in compliance with applicable rules and regulations

Reports to: Nurse Manager

Supervises: Home Health Aides (HHA) (clinical supervision only)

Essential Job Functions/Responsibilities:

- Identifies needs and coordinates care and hospice services provided to the patient, family, and caregivers in the patient's home setting. (Homecare)
- Delivers direct patient care in accordance with the patient's plan of care, evaluates outcomes, consults with Medical Director, Attending Physician, Director of Patient Services/Hospice Nurse Coordinator and other specialists as required. Adjusts plans of care as indicated to ensure optimal patient care.
- Completes the initial patient/family assessment and assists in the development of the initial plan of care along with the Interdisciplinary Group (IDG), ensuring a comprehensive plan of care is established within regulatory requirements. (Homecare)
- Completes comprehensive nursing assessments and revises plans of care in collaboration with the IDG. (Homecare)
- Ensures the ongoing sharing of information and coordination of plan of care between all disciplines providing care and services when hospices services are provided in settings other than the patient's home (nursing facility, hospital, in patient, group home, etc.) (Homecare)
- Arranges for the provision of equipment, supplies, pharmaceuticals, and other ancillary services in the patient's home setting. (Homecare)
- Participates in IDG meetings, plan of care reviews; updates and ensures that plans of care are revised as necessary and are implemented in accordance with the plan. (Homecare)
- Monitors the patient's condition and assesses needs to provide the best possible care.
- Observes and interprets patient's symptoms and communicates observations and changes to physicians. Provides complete and sufficient information to physicians to allow for appropriate decision making.
- Records/transcribes required information in the patient's medical record, including but not limited to the following: initial nursing assessment; admission orders; admission prescriptions; telephone order; progress notes; patient's condition, treatment, and patient response, etc.
- Completes patient documentation for each patient promptly upon admission, transfer, or discharge.
- Performs routine procedures (wound care, vital signs, catheterizations, oxygen therapy, etc.).
- Promotes the utilization of resources for the benefit of patients and families.
- Assigns and supervises the provision of patient care by Home Health Aides (HHA).

- Communicates patient needs to other members of the Interdisciplinary Group (i.e. Social Work, Bereavement and Spiritual Care.)
- Demonstrates knowledge and competencies of all skills assigned to the position.
- Explains procedures to patients, responsible parties, and families thoroughly, before executing the same.
- Provides education to patient, family and caregivers on safety, disease progression and symptom management.
- Enters accurate, prompt thorough professional documentation into the Electronic Health Record.
- Maintains medical records assuring accuracy, completeness and compliance with licensing regulations, certification standards, legal and ethical standards. (Homecare)
- Attends meetings as required and participates in committees as requested by the Nurse Manager.
- Demonstrates and adheres to Agency policy and procedures, including but not limited to all infection control procedures, Human Resource policies, Fire/Safety policies, and clinical practice procedures.
- Ensures adherence by HHA and LPNs.
- Intervenes and employs corrective action as necessary.
- Provides on-call nursing services for home care patients. (Homecare)
- Participates in Quality Assurance/Performance Improvement (QAPI) program as directed.
- Collaborates with RNs, Medical Director and/or Attending Physician to devise individualized plans of care for patients.
- Fosters a safe, supportive and compassionate environment to care for patients and their families in accordance with Agency standards.
- Advocates for patients and their families.
- Promotes positive customer relations.
- Maintains harmonious relationship with co-workers, volunteers, consultants, and other providing goods or services to the Residence.
- Endeavors to fulfill the mission of the Agency.
- Administers patients' medications and treatments according to physician's orders.
- Administers and controls narcotics in accordance with Agency policies and federal and state regulations. (Residence)
- Ensures an adequate stock of supplies and proper functioning equipment. Communicates projected needs to appropriate individual for restocking or acquisition. (Residence)
- Completes Medication Administration Records. (Residence)



- Completes logs and records promptly, recording all information that could be pertinent to other shifts. (Residence)
- Assists with the orientation, instruction and training of assigned personnel.
- Inspects the Residence and acts to maintain excellent hygiene and safety (decontaminating equipment, sanitizing surfaces, preparing beds etc.) (Residence)

Miscellaneous:

- Other duties as assigned by supervisor

Compliance:

The RN Case Manager is responsible for:

- Ensuring that all personnel under their supervision consistently act in accordance with all policies of this Agency
- Monitoring potential compliance issues (risk) within their scope of authority
- Communicating to each individual under their supervision each individual's responsibility for maintaining compliance with all agency policies.
- Modeling compliance and fostering open communication regarding compliance with Agency policies
- Ensuring appropriate compliance training of each individual under their supervision

Failure to comply with these responsibilities or to report information regarding suspected improper conduct will result in disciplinary action, up to and including termination of employment, as appropriate.

Qualifications:

The RN shall have the following education and experiences:

- Current New York State Registered Professional Nurse (RN) license
- Minimum of two years of clinical experience as a RN required; one year of hospice nursing experience preferred
- Evidence of excellent people skills with experience in working on a multi-disciplinary, diverse, and dynamic team

The RN shall possess the following personal characteristics: passion for the mission of Hospice, integrity, self-starter, flexibility, ability to multi-task, detail oriented, excellent interpersonal skills, ability to communicate effectively, and credibility.

This document in no way states or implies that the duties described herein for the RN are the only duties that the individual employee may be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position. Additionally, during times deemed necessary by administrative personnel, employees may be required to perform duties outside their normal job function.



Hospice of Orleans

Employee Signature

Date

Employee Printed Name