



JOB DESCRIPTION: REGISTERED NURSE (RN) HOSPICE CARE MANAGER

DEPARTMENT: PROFESSIONAL SERVICES-CLINICAL

REPORTS TO: CLINICAL MANAGER

JOB SUMMARY: The RN Hospice Care Manager's overall responsibility is to provide direct client care and case management to an assigned caseload in the home setting in accordance with physician's orders. This includes admission of clients for service and determining and developing a plan of care.

JOB QUALIFICATIONS:

1. Graduation from an accredited school of nursing; BSN preferred
2. Currently licensed to practice as a Registered Nurse in the State of Connecticut.
3. A minimum of two years of nursing experience, preferably in medical/surgical nursing. Home Health Care and/or Hospice experience preferred. Active client contact within past three years, preferred.
4. Is computer literate, enters information into computer in a timely and accurate manner. Uses electronic means of communication effectively within agency policies and practices.
5. Ability to supervise others appropriately.
6. Ability to respond appropriately to crisis outside of a hospital setting.
7. Acceptance of and adaptability to different social, racial, cultural and religious modes.
8. Able to meet Employee Work Simulation Evaluation.
9. Ability to work independently, make accurate, and at times, quick judgements.
10. Able to drive in all types of weather.
11. Successfully complete hospice training program.

CRITICAL JOB DEMANDS	FREQUENCY	REQUIRED	FREQUENCY
STANDING			Continuous
WALKING			Continuous
BENDING			Continuous
PUSH/PULL	Frequent	50 pounds force	Frequent
CARRY	Occasional	50 pounds	Occasional
LIFT	Occasional	50 pounds	Occasional
BOOST IN BED	Occasional	150 lb patient	Occasional
TRANSFER PATIENT			Occasional
SUPINE TO SIT	Occasional	225 pound patient	
STAND PIVOT TRANSFER	Occasional	225 pound patient	Occasional

Department of Labor Terminology

OCCASIONAL: An activity or condition which can be performed for up to 1/3 of an 8-hour workshift

FREQUENT: An activity or condition which can be performed for up to 2/3 of an 8-hour workshift

CONSTANT: An activity or condition which can be performed for up to a full 8-hour workshift

JOB RESPONSIBILITIES:

1. Regularly assesses and reassesses the nursing needs of the Hospice client. Competently implements 24-hour responsibility for each client including nursing and home health aide service.
2. Provides direct client care and case management. Performs admission procedure as per RVNA policies using legible, accurate documentation. Develops a plan of care consistent with the physician's plan of treatment.
3. Performs evaluation of clients' progress, promptly acts on any changes made to client's plan of treatment or condition, including appropriate discharge procedure if client no longer meets hospice criteria.
4. Coordinates the implementation of the plan of care for clients residing in SNF, ALF, hospital contract bed or personal residence.
5. Provides dietary counseling.
6. Provides Hospice nursing services, treatments and preventive procedures.
7. Initiates nursing procedures appropriate for the client's Hospice care and safety.
8. Observes signs and symptoms and reports to the physician and IDG members any unexpected changes in the client's physical or emotional condition.

9. Teaches, supervises and counsels the Hospice client and family members about providing care for the client.
10. Supervises and trains other nursing service personnel.
11. Develops and re-evaluates the client/family care plan in conjunction with IDG to meet needs and maintain continuity of care. Updates and maintains the nursing care plan.
12. Documents communication and interprets plan of care to the client regarding hospice diagnosis and symptom management.
13. Performs specific nursing procedures as needed (e.g., treatments, management of symptoms) following doctor's orders.
14. Attends team conferences. Works with interdisciplinary group concept of client care.
15. Follows the policies and procedures of Hospice by RVNA.
16. Observes confidentiality and safeguards all client-related information in compliance with HIPAA regulations. Knowledgeable and compliant with RVNA policies and procedures, HIPAA, state regulations, Corporate Compliance, CHAP accreditation standards, Medicare conditions of participation.
17. Always communicates to the supervisor if unable to meet a client's need or perform a procedure.
18. Participates in on-call system and is responsible for providing on-call coverage when unavailable for assigned duties.
19. Maintain skills and knowledge.
20. Assist with orientation, teaching and training as requested.
21. Ensures payment for care by meeting payor requirements and by obtaining authorizations as needed.
22. Appropriately utilizes and maintains all nursing equipment and supplies needed for client care. Interprets findings of tests to physician, client, or family as appropriate.
23. Maintains case load and productivity.
24. Organizes work schedule and utilizes time management to be able to attend all required meetings.

25. Attends annual mandatory In-services including Blood-Borne Pathogens and TB in-services. Obtains minimum of 12 hours in-service annually, maintains CPR certification and seeks professional self-development.
26. Ability to accept and utilize supervision constructively, in order to enhance the quality of agency documentation and professional self-development. Provides feedback (both positive and negative) in appropriate manner, focusing on performance improvement of the agency.
27. Accepts responsibility, sets and works towards achievement of goals, takes initiative and exercises independent judgment in problem solving.
28. Assesses clients at risk for existing or potential situations of neglect and initiates referral to appropriate community agencies.
29. Demonstrates knowledge of Agency programs and services and represents RVNA in a positive, professional manner.
30. Demonstrates good attendance record and punctuality in accordance with HR policies.
31. Ability to maintain Universal Precautions, infection control and proper bag technique.
32. Asks for help when needed.
33. Completes quality documentation within required agency and/or regulatory timeframes.
34. Ability to establish respectful, positive working relationships with other employees and volunteers in the delivery of client services.
35. Participates in total quality improvement process for both Agency and self including mandatory meetings. Accepts and utilizes supervision constructively in order to enhance the quality of agency documentation and professional self-development.
36. Other duties as assigned by Director.

This job description is not intended to be all-inclusive. The primary care manager will also perform other related duties as assigned by the Director of Clinical Services. The agency reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.

I, _____ have read my entire job description and I understand my duties, responsibilities and essential functions. I realize that this reflects a general list of responsibilities of the position, as well as a general description of the working environment and its physical demands. I understand that this document does not create an employment contract and that I am employed by RVNA on an “at will” basis description.

Signature

Date