

Job Title:	Registered Nurse	Department:	Home Health Care
Position Type:	Part Time	Job Category:	Non-exempt
Supervisor Title:	Home Health and Hospice Director	Dress Code Requirements:	Scrubs, closed toe shoes. No artificial fingernails. Nail tips must be less than ¼ inch long. No chipped nail polish.
Created Date:	May 2000/Last revised July 2005	Last Updated:	July 2016
Educational Requirements:	Graduate of an accredited school of nursing. Maintain 12 CEU's every two years.	Credentials Required:	Currently licensed as a Registered Nurse by the State Board of Nursing in North Dakota.
Shift:	Day shift Monday through Friday.	Hours/Call:	Various work hours as needed by the HH/Hospice programs. Responsible for taking call some evenings, weekends, and holidays.
Travel Required: (Driver's License Required)	Must have a current driver's license, auto insurance, and provide own transportation.	Equipment Knowledge:	Basic nursing equipment, DME, wound vacs, business office, computer, and cell phone
Knowledge/Skills/Abilities/Experience Required:			
<p>One to two years of nursing experience is preferred. Basic nursing knowledge, critical thinking skills, and ability to communicate clearly.</p> <p>Responds effectively in emergency and stressful situations. Communicates frequently with coworkers, physicians, patients, and families. Ability to arrange and rearrange daily schedule, taking into consideration the duration and location of scheduled visits, meetings, unexpected situations, etc. Considerable amount of time is spent completing and reviewing charts, as well as independent decision-making.</p> <p>Has accountability for own conduct and promotes and supports positive working relationships among staff, between other disciplines, departments, families, visitors, and patients.</p> <p>Must be able to work with terminally ill patients and their families to help them effectively cope with dying.</p>			
Job Description			
<p>The Registered Nurse (RN) is accountable for implementation of appropriate interdisciplinary approaches for all aspects of care necessary to achieve an overall goal of optimal health and function of the home bound patient. Functions as a patient advocate in the home health care setting, particularly in dealing with other health care providers and physicians. The RN works directly with all Home Care staff: RN's, LPN's, CNA's, physicians, advanced practice providers, licensed social workers, respiratory therapists, physical therapists, occupational therapists, speech therapists, and secretary. Provides patient care and communication with other departments within the organization.</p> <p>ESSENTIAL FUNCTIONS, ROLES, AND RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Understands the criteria for Home Care admission and accepts appropriate patients, makes arrangements for other referrals, keeping the Home Health and Hospice Director informed. <ol style="list-style-type: none"> a. Understands specific criteria for various pay sources and completes necessary procedures for each. 2. The documentation of the patient assessment will include the following: <ol style="list-style-type: none"> a. Initial observation and documentation, quality, frequency, and extent of ongoing assessment. 			

Job Title:	Registered Nurse	Department:	Home Health Care
<ul style="list-style-type: none"> b. Completes admission assessment in a timely manner, including the assessment of psychosocial, physiological and safety factors affecting the patient. c. Ensures the Service Agreement, Advance Directives, CPR level, Bill of Rights, OASIS Privacy Act, and HIPAA Notice Form are explained to the patient/family and documented on admission. d. Ability and knowledge in completing OASIS forms, and other required Home Health forms. <p>3. Consistently demonstrates ability and knowledge in performing basic nursing skills which include:</p> <ul style="list-style-type: none"> a. Knowledge of the steps in the home visit from admission to discharge for Home Health Care. b. Knowledge of all sources of payment with appropriate paperwork. c. Knowledge of required paperwork to meet rules and regulations. d. Performing comprehensive assessment. e. Knowledge and ability to perform venipuncture per policy. f. Knowledge of the terminal process and the ability to teach patients and families such in an attempt to avoid crisis. g. Procedure of death of patient in home setting. <p>4. Consistently demonstrates ability and knowledge in performing specialized skills which include:</p> <ul style="list-style-type: none"> a. Care and maintenance of patient with: <ul style="list-style-type: none"> i. Hickman cath, ii. Port-a-cath, iii. Groshong, iv. Subclavian cath, v. PICC/Landmark cath; b. Care of patient with TPN; c. Care of patient with Trach; d. Care of patient with continuous intravenous device pumps; e. Acts as a resource for complex patient to incorporate other community support systems; f. Determine frequencies and schedule for patient visits. 			
<p>OTHER DUTIES</p>			
<ul style="list-style-type: none"> 1. Utilizes the nursing process in formulating and updating the nursing care plan (assessment, planning, implementation and evaluation). 2. Consistently demonstrates individualized nursing care planning as evidenced by: <ul style="list-style-type: none"> a. Initiation within 24 hours of admission, establishes priorities and plans care, delegating work to interdisciplinary team members as appropriate. b. Nursing diagnosis and interventions addressing physical, psychosocial, and safety. c. Expected outcomes for the patient as obtained from the patient assessment. d. Discharge planning initiated within 24 hours of admission. e. Consistently updates care plans according to patient changes, condition, and physician's orders. 3. Evaluation: <ul style="list-style-type: none"> a. Consistently demonstrates the ability to evaluate and document the patient's response to care given, to evaluate patient's progressions, regression or status quo. b. Identify significant changes and/or abnormal findings and utilizes appropriate problem solving and intervention. c. Reviews documentation for all staff involved with each case. Modifies nursing care plan as required by changing patient needs as determined by evaluation of care administered and established standards of care. 4. Patient teaching: Consistently demonstrates development and documentation in an individualized teaching plan to include the following: 			

Job Title:	Registered Nurse	Department:	Home Health Care
<p>a. Formulation, implementation, and evaluation based upon assessment of patient's/significant others needs and response.</p> <p>5. Completes miscellaneous charting including:</p> <p>a. Nurse's notes are dated with month, day, year, time in and out.</p> <p>b. Every entry is signed with name and title.</p> <p>c. Abbreviations are limited to Sakakawea Medical Center policy.</p> <p>d. Doctor's orders are noted correctly and signed/observed with nurse's name, title, and date.</p> <p>e. Orders written and/or received by LPN are co-signed, including telephone orders and message replies.</p> <p>f. SN flow sheets are filled out in all sections.</p> <p>g. CNA assignment sheets are complete, listing ranges, special equipment and specific patient instructions. Completes supervisory visits to CNA's every 14 days.</p> <p>h. Patient cardex is filled out in all sections and updated as needed.</p> <p>i. Update patient cardex as needed including medications and classifications, doctor appointments, lab work, new diagnosis, treatments, wound care, and any individualized patient needs.</p>			
ADDITIONAL NOTES			
This job description does not reflect all duties that may be assigned to this position.			
Other Requirements:	<ol style="list-style-type: none"> 1. CPR certification. 2. TB screen. 3. Must meet the attendance requirements of the position including mandatory meeting attendance. 4. Participates on at least one committee or project per year. 5. Completes annual mandatory training yearly. 6. Completes required Incident Command System for Healthcare/Hospitals training. 7. Must speak and write English clearly. 8. Respects the privacy of all persons and confidential information according to confidentiality policies and HIPAA regulation. 9. Follows the Standard Precautions Policy. 		
Physical Capabilities:	<p>Variable work conditions. May be required to sit or stand for long periods of time. Get in and out of vehicle frequently. Expected to carry objects ten to thirty pounds, lifting over 50 pounds.</p> <p>Direct patient care may require occasional standing, bending, lifting, crouching, or kneeling. Ability to go into homes that may require a considerable amount of stairs or other barriers.</p>		
Environmental Factors:	<p>Expected to travel in hot and cold weather and variable road conditions. Office environment is small with frequent interruptions. There is potential exposure to mechanical, chemical, electrical, environmental, and domestic animal hazards. There is potential exposure to body fluids and needle sticks. Exposure to sights and odors that can be unpleasant, disagreeable or dirty.</p>		
<p>I, (Print name) _____, have read the job description required for my position and fully understand the conditions set forth therein. I agree to perform these duties to the best of my ability.</p>			

Job Title:	Registered Nurse	Department:	Home Health Care	
Employee Signature			Date:	