JOB DESCRIPTION

REGISTERED NURSE - STAFF

Administers skilled nursing care to patients on an intermittent basis in the patient's home. These services are performed in accordance with the physician's orders and Administrator/Director of Clinical Services.

QUALIFICATIONS:

1. Currently licensed registered nurse in the State of Kentucky and/or the State of Tennessee.

2. Has demonstrated a sincere desire to work with the aging population.

3. Satisfactory recommendations from previous employers.

4. Preferably has a minimum of one year of nursing experience. A nurse who has had a variety of nursing experience including considerable bedside experience is preferred. The nurse must have the ability and interest to function independently without direct supervision in the patient's home.

5. Position requires the physical ability to perform the job functions outlined under the "Duties and Responsibilities" listed below.

6. Must have a current drivers license, the ability and willingness to travel, and reliable transportation.

REPORTS TO:

Director of Clinical Services/Branch Manager

DUTIES AND RESPONSIBILITIES:

1. Patient Care Services

   a. Develops, implements, updates and evaluates nursing needs of the patient with ongoing assessment.
   b. Provides nursing services, treatment, diagnostic procedures, and preventive procedure, requiring substantial specialized skill.
   c. Provides skilled nursing visits at all agency locations when staffing levels necessitate.
   d. Provides all nursing care services correctly and safely.
   e. Functions as a case manager to coordinate, network and meet patient’s total needs.
f. Initiates preventive and rehabilitative nursing procedures as appropriate to the patient's care and safety.

g. Observes signs and symptoms and reports to the physician and Administrator any reactions to treatments, including drugs, and changes in patient's physical or emotional condition, as necessary.

h. Teaches, supervises and counsels the patient and family members regarding the nursing care needs and other related problems of the patient at home.

i. Evaluates on a per visit basis the effectiveness of his/her nursing service to the patient and family. If non-effective, find alternative measures to meet the goals as established in the plan of care (POC).

j. Is responsible for admission of new patients when deemed necessary by the Branch Manager and/or Administrator/Director of Clinical Services.

k. Consults with Case Manager and Administrator two weeks prior to anticipation of discharge of any patient.

l. Reviews the file of each patient they discharge for completeness prior to forwarding to the office controllers for filing.

m. Participates in in-service education programs and in the planning on in-service programs.

n. Strives continually to improve her nursing care by broadening and deepening knowledge through attendance at workshops, conferences, professional organization meetings and individual research and reading.

o. Practices Universal Precautions at all times according to policy.

p. Observes patients Rights i.e., confidentiality, respect for the patient and patient’s home, and Advance Directives.

q. Use proper body mechanics at all times when providing patient care. Implements transfers according to policy.

r. Maintains a safe environment at all times.

2. Patient Care Coordination

a. Attends case conference at least once a month and submits the necessary written documentation.

b. Develops, implements, updates and evaluates Home Health Aide Assignment Sheet.

c. Supervision of the work provided of the home health aide every two weeks in the patient's home and documents on the patient’s clinical record the findings.

d. Performs all patient care coordination activities to including but is not limited to:
   i. Initiates, follows through and follow-up on all Physicians calls.
   ii. Obtains lab results from lab and notifies Physician of results.
iii. Provides an update of patients’ status to physician at recert time or more frequently if changes in patient’s condition occurs.
iv. Assesses and requests from physician other services appropriate to patient care.
e. Must have the ability to solve problems independently, e.g. weekend call and weekday after hours. Telephone triage of patient care is not acceptable.

3. Documentation

a. Submits all handwritten documentation in legible form.
b. Completes documentation in accordance with payor source requirements and reflects quality of care.
c. Submits accurate and legible documentation of mileage, patient care time and signature of patient required.
d. Submits documentation for scheduled visits at the end of each day along with timesheets. No visit notes shall be held out for over 24 hours.
e. Submits all updates for re-cert and reassessments prior to recert date in accordance with staff and Federal regulations.
f. Completes all orders with Physician name and patient’s full name.
g. Submits all updates for re-cert and reassessments prior to recert date in accordance with staff and Federal regulations.

4. Communication and Dependability

a. Works closely with the DOCS/Branch Manager and discusses all problems with these individuals.
b. Attends all RN meetings unless previously arranged with Administrator.
c. Attends conference with Administrator, as scheduled.
d. Reports a written itinerary of visits or activities with the office controllers each day at 8:00 a.m. Notifies the office controller of any change made in itineraries during the day.
e. Participates on a rotation schedule for weekday after hours and weekend “on-call” Extended Care Assignment.
f. Keeps the “nurse-on-call” informed regarding problems occurring with his/her patients and specific care to be given.
g. When on-call forwards information regarding patient condition or care to Branch Manager/DOCS each day from on-call records. Utilizes on-call log and notifies the Primary Nurse.
h. Submits monthly schedule and updates daily as changes are made.
i. Responds within 15-minutes of a page.
j. Notifies office of anticipated discharges and hospitalizations, as soon as known.
k. Acts as the liaison person for the facility as directed by the Administrator.
l. Maintains **CONFIDENTIALITY** of all Agency information, records, files and patient care information.
m. Promotes harmonious relationships and favorable attitudes among all personnel.
n. Supports and adheres to Corporate Compliance Plan including all compliance policies and legal requirements.
o. Performs other duties and responsibilities as directed or requested.

**STATEMENT OF UNDERSTANDING AND ACCEPTANCE:** I have read the above job description and duties as listed. I understand the job requirements and agree to accept and carry out these responsibilities and other duties as assigned.

________________________________          ____________________  
Employee Signature                         Date