

JOB DESCRIPTION

NURSING SUPERVISOR ASSISTANT

DEPARTMENT: HOME HEALTH

REPORTS TO: DIRECTOR OF PATIENT CARE SERVICES

POSITION SUMMARY:

This position assists the Nursing Supervisor to ensure high quality patient care in compliance with Title 22, Medicare, The Joint Commission, state licensure regulation, and the agencies Policies and Procedures. This position also works collectively and collaboratively with LMVNA staff, and interacts with patients and their families, physicians, and the community to promote positive relationships.

DUTIES AND RESPONSIBILITIES:

- Generates reports under Admission Status report, and is responsible for completion of reports as assigned by Nursing Supervisor/DOPCS. (able to keep up on late documentation)
- Serves as clinical resource for team members including, but not limited to: sending faxes on behalf of clinicians and supervisor, taking dictated reports from clinicians, transcribing information, and faxes the report per clinician request.
- Drives supplies and paperwork out to field clinicians.
- Maintain clinical supplies and reorder nursing supplies for the T.O. offices as needed for replenishment.
- Participates in Case conference. Assist with activities of patient care team to ensure collaboration and coordination of care for the patients.
- Assist in securing appropriate notices to the patient or legal representative in a timely manner in compliance with regulations. Including, but not limited to: NOMNC and HHABN.

NURSING SUPERVISOR ASSISTANT

- Works in conjunction with Education Department to assure competency in daily clinical practice and documentation.
- Expresses ideas well in oral, as well as written communication.
- Effectively uses interpersonal communication skills for building and developing positive relationships with physicians, patient/caregivers, community agencies, and other external customers to ensure customer satisfaction, including, but limited to: completing Hospitalization process, and contacting hospitals when a patient is admitted to the hospital. Following-up with out of area hospitals to ensure the patient will return to LMVNA. Work in conjunction with the In-take Department.
- Field visits as directed by Nursing Supervisor/DOPCS.
- Other duties as assigned,

QUALIFICATIONS AND REQUIREMENTS:

Excellent communication skills, able to work independently, able to type at least 40 words per minute or more, excellent writing skills, works well with other, excellent phone skills, professional and positive attitude.

EDUCATION:

- Current LVN license.
- Current CPR certification.
- 1 year experience-clinical care.
- 40 wpm typing speed, or faster

NURSING SUPERVISOR ASSISTANT**PHYSICAL DEMANDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:**

- Must be able to stand up lift (floor to waist) up to 50 lbs. frequently, level lift up to 24 lbs. frequently and 25-50 lbs. occasionally.
- Must be able to lift and carry up to 10 lbs. 100 feet occasionally, up to 24 lbs. 20 feet occasionally.
- Must be able to lift overhead up to 10 lbs. occasionally.
- Must be able to stand and walk frequently, sit occasionally, bend/stoop/squat/crouch occasionally, climb ladder/step stool/stairs occasionally and kneel/balance and reach above shoulders occasionally, reach below shoulders frequently, twist and turn occasionally.
- Pulls – patient positioning during transfer frequently, draw sheet pull 50 lbs. occasionally. Push – carts, tables and beds up to 40 lbs. occasionally.
- Hands – repetitive motion frequently, fine manipulation frequently, gross manipulation occasionally. Right hand – simple grasp under 50 lbs. frequently, firm grasp over 50 lbs. occasionally. Left hand – simple grasp under 50 lbs. frequently, firm grasp over 50 lbs. occasionally.
- Wrist – up and down motion, side to side motion occasionally.
- Foot pedals (bed locks, lift chairs, etc.) occasionally.
- Speaking/hearing constant (breath sounds, bowel sound, vital signs, etc.)
- Speaking/hearing in person/phone/call system frequently.
- Oral communication, speaking clearly constantly.
- Oral communication, speaking clearly constantly.
- Reading/writing (computer charting, English required) constantly.
- Close eye work/small figures, etc., frequently, color differentiation occasionally.
- Distinguish temperature by touch frequently, by proximity occasionally.

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ENVIRONMENTAL REQUIREMENTS (POSSIBLE EXPOSURE TO):

- Blood/body fluids, infectious disease frequently.
- Anti-neoplastic agents occasionally.
- Dust, fumes, gases, sharp objects occasionally.
- Driving auto equipment frequently.
- Abuse language and violent behavior from patients occasionally.

* KEY: Constant 67 – 100% of the time
 Frequently 34 – 66% of the time
 Occasionally 1 – 33% of the time

STANDARD OF PERFORMANCE AND ACCOUNTABILITY:

All employees will maintain high standards of integrity and business ethics, will abide by the organization's compliance program, rules, policies and procedures, applicable laws and regulations, will conduct self in an honest, ethical manner and report promptly any suspected violation of compliance standards to the Compliance Officer.

All employees will abide by the Injury and Illness Prevention Program (IIPP).

All employees will be held accountable in meeting all functions as defined within the scope of their job description, which includes all goals and objectives set for the position.

If accountability standards are not met, the employee may be given an oral warning followed by a written warning. However, the organization reserves the right to proceed directly to a written warning or separation from employment for misconduct or performance deficiency without resort to prior disciplinary steps when the organization deems such action is appropriate.

 President 

 Date 12-11-15

 Supervisor

 Date

 Employee

 Date