

JOB DESCRIPTION

NURSING TEAM LEADER (WEEKEND)

DEPARTMENT: HOME HEALTH / HOSPICE
REPORTS TO: DIRECTOR OF PATIENT CARE SERVICES

POSITION SUMMARY:

This position is responsible for coordinating weekend visits for the clinicians as assigned. The Team Leader interacts with physicians and patients to ensure high-quality patient care in compliance with Title 22, Medicare, state licensure regulations, accreditation guidelines and the organization's policies and procedures.

ESSENTIAL JOB FUNCTIONS:

- Coordinates clinical services to promote clinical practices that meet established VNA nursing care standards.
- Assists to ensure physicians' orders are followed accurately.
- Able to access computer system to find necessary information to assist staff, patient, caregiver, and physician. Able to input data into several computer programs.
- Ensures compliance with state and federal home care regulations and accreditation requirements.
- Performs scheduling functions as needed and records this information for the Patient Care Coordinators. Asks for direction of the supervisor on call, as needed.
- Utilizes communication system appropriately:
 1. Connects and disconnects alarm system;
 2. Secures the building before leaving;
 3. "Turns the phone over" in the morning and at the end of the shift;
 4. Provides a report to the triage nurse, schedulers, case managers, and supervisor, by means of writing, voice mail, and/or e-mail;
 5. Reports unresolvable problems and concerns to supervisor on call and carries out supervisor's plan if asked;
 6. Reports problems with communication system to appropriate person on call.
- Receives phone calls via telephone and voice mail and assesses concerns and implements plan consistent with LMVNA policies and protocol.
- Initiates referrals from physician orders to start care. Writes supplemental orders for patients that require continuing care. Utilizes intake staff to perform intake duties when they are present. Communicates with physician either directly or indirectly by having nurses telephone the physician.
- Reviews lab results, informs physician of critical abnormal values and documents to Case Manager and Director of Patient Care Services.

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- Ability to appropriately and effectively use all components of the team leader manual.
- Acts as resource for injured employee ensuring that LMVNA protocol for injury on the job is followed.
- Communicates new orders and patient concerns to appropriate departments, i.e., home health/hospice and hospice so that orders can be carried out and cases assigned and scheduled. Communicates new orders/assignments to home health/hospice staff on weekend schedule.
- Assists staff in appropriate procurement of supplies, patient data, and LMVNA protocol.
- Provides support and instruction regarding LMVNA protocol to staff and families when a death of a patient has occurred at home.
- Acts as resource for CHHAs serving home health/hospice patients. Takes report regarding change in condition.
- Performs related duties as assigned.

EDUCATION:

Current state of California RN license.

Current CPR.

PHYSICAL DEMANDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

- Proven analytical skills and strong attention to detail.
- Ability to sit 75 minutes without a break.
- Able to do light lifting, bending and walking.
- Visual acuity required to perform tasks.
- Ability to remember work location and work procedures.
- Ability to ask simple questions and ask for assistance when needed.
- Ability to respond to changes within work setting.
- Communicates well with staff verbally and in writing.
- Proficiency in speaking, writing and reading English required.
- Ability to decipher the penmanship of others.
- Ability to carry five pounds of charts 150 feet.
- Ability to use fine dexterity.

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- Emotional and psychological development up to grade 12 and able to read, write and problem solve.
- Maintain confidentiality.
- Ability to interact with field and administrative staff.

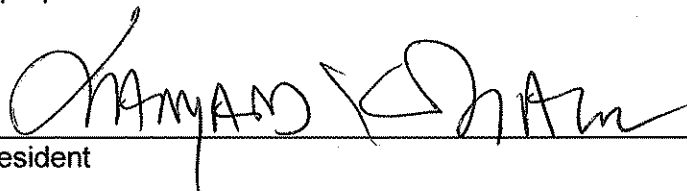
STANDARD OF PERFORMANCE AND ACCOUNTABILITY:

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

1-4-10

 Date

 Supervisor

 Date

 Employee

 Date