

JOB DESCRIPTION

REGISTERED NURSE (RN)/PALLIATIVE CARE COORDINATOR

DEPARTMENT: CLINICAL SERVICES

REPORTS TO: DIRECTOR OF REHAB SERVICES/QAPI/CLINICAL MANAGER

POSITION SUMMARY:

Under limited supervision provides and documents intermittent therapeutic, Palliative services in the patient's place of residence. Provides services when ordered by a physician and in accordance with accreditation guidelines, Federal and State Rules and Regulations, accepted standards of nursing practice and LMVNA Policies and Procedures.

ESSENTIAL JOB FUNCTIONS:

- Conducts, performs, and documents comprehensive nursing assessments and revisits.
- Accurately collects required data (OASIS) as part of the assessment at Start of Care (SOC), Resumption of Care (ROC), transfer, discharge, when there is a significant change in the patient's condition and every sixty days.
- Determines program eligibility, needed services, and verifies payer sources.
- Reviews patient's medications at every visit, maintains a list of current medications and reconciles the Home Health medication list with medication lists from other providers; e.g. inpatient discharge.
- Develops and maintains an individualized patient centered plan of care using critical thinking skills. Evaluates the patient's response to care, updates the care plan and makes referrals to internal and external resources to meet patient's needs.
- Develops and implements an individualized teaching plan for the patient and family/ caregiver with a goal of assisting the patient in symptom management to maintain the highest level of independence possible, for as long as possible and then assists with transitioning to hospice care when appropriate.
- Communicates with physician regarding orders on palliative status as necessary to facilitate care and services via phone or fax.
- Case manages and assigns patient visits ensuring continuity of care and efficient and effective utilization of resources to ensure patient goals and desired outcomes are met.
- Communicates timely and effectively with Case Managers, Directors, Supervisors and appropriate members of the interdisciplinary team regarding changes in the patient's condition, plan of care, needs and goals.
- Ensures clinical documentation is complete, accurate, professional and submitted to LMVNA within 48 hours of the visit, patient/family or interdisciplinary care team interaction.
- Performs all clinical skills as the Home Health Nurse including line care, blood draws, wound care, etc.

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- Presents assigned patients at care conferences.
- Proactively ensures patients have correct supplies.
- Supervises LVNs and CHHAs. Ensures a current CHHA plan of care is on record and available to the CHHA. Makes CHHA supervisory visits at least every two weeks.
- Ensures that all required notices are provided to the patient or patient's legal representative timely and in compliance with regulations. These include, but are not limited to: Home Health Advance Benefit Notices (HHABN) and Notices of Medicare Non-Coverage (NOMNC).
- In collaboration with Team Coordinators ensures prior authorizations and TARs are completed in accordance with policy
- Monitors case communication follow up notes, e-mail and mailbox and takes appropriate action in a timely fashion.
- Meets or exceeds LMVNA productivity expectations.
- Works weekends and holidays as assigned.
- Accurately and timely records and reports hours worked as required by state regulations.
- Identifies health and safety risks and implements risk reduction strategies for self and others according to LMVNA policy and procedure.
- Actively participates in quality improvement, in-services and other activities as requested or required.
- May serve as Preceptor to RNs and/or LVNs.
- Acts as a role model within and outside the agency.
- Maintains a positive, professional, and respectful professional attitude.
- Communicates regularly with supervisor about department issues.
- Demonstrates flexible and efficient time management and ability to prioritize workload.
- Performs other duties as assigned and complies with all policies of the organization.

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QUALIFICATIONS AND REQUIREMENTS:

EDUCATION:

- Current State of California RN license.
- Graduation from accredited nursing school.
- Current CPR certification.
- CHPN preferred

EXPERIENCE:

- One year prior professional nursing.

PHYSICAL DEMANDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the physical demands of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard field environment.

Physical: primary functions require sufficient physical ability and mobility to work in the clinical area.

- Must be able to learn and comprehend basic instructions and orientation to the job.
- Must have strong attention to detail and ability to independently problem solve with frequent interruptions.
- Must be able to communicate clearly and exchange information with other staff and the public.
- Must be able to express or exchange ideas by means of the spoken word to impart oral information to clients and to convey detailed spoken instructions to other staff accurately.
- Must be able to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard frequently.
- Must be able to work alone constantly.
- Must be able to sit frequently.
- Must be able to stand frequently.
- Must be able to stoop, bend, reach, twist, crouch, and kneel occasionally.
- Must be able to lift an object up to 35-50 lbs. raising or lowering it from one level to another frequently.

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- Must be able to transport an object up to 11-24 lbs., usually holding it in the hands or arms for 20 ft. occasionally.
- Must be able to level lift an object up to 11-24 lbs. frequently.
- Must be able to lift overhead an object up to 10 lbs. occasionally.
- Must be able to push/pull an object up to 35-50 lbs. occasionally.
- Must be able to push 35-40 lbs. occasionally.
- Must be able to drive auto equipment frequently.
- Must be able to work irregular shifts (shifts not between 8:00 a.m. and 5:00 p.m.) frequently.
- Must be able to maintain body equilibrium to prevent falling when walking, standing and crouching.
- Must be able to have hand exposure to the public and staff frequently.
- Must be able to frequently work in a fast pace environment with frequent interruptions and meeting deadlines.
- Must be able to see small figures frequently and in the normal visual range with or without correction doing close eye work.
- Must be able to hear in the normal audio range with or without correction.
- Hands – repetitive motion frequently.
- Hands – fine manipulation frequently.
- Hands – gross manipulation occasionally.
- Grasping: Right – simple grasp frequently
Left – simple grasp frequently
Right – firm grasp occasionally
Left – firm grasp occasionally
- Foot pedals – use foot pedals on bed lock, lift chairs, etc., occasionally.
- Work occasionally with animal dander.
- Work occasionally with dust, fumes and gases.

Simple grasp = under 50 lbs.

Firm grasp = over 50 lbs.

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ENVIRONMENTAL REQUIREMENTS (possible exposure to):

- Blood/body fluids frequently.
- Working with moving machinery/equipment; i.e., Hoyer lift occasionally
- Aerosol transmissible diseases frequently.
- Other potentially infectious material (OPIM) occasionally.
- Anti-neoplastic agents occasionally.

Occasionally = 1 – 33%

Frequently = 34 – 66%

Constantly = 67 – 100%

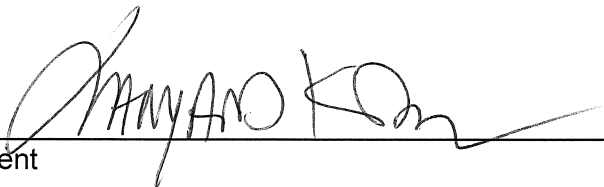
STANDARD OF PERFORMANCE AND ACCOUNTABILITY:

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

3-11-19

Date

Supervisor

Date

Employee

Date