

JOB DESCRIPTION

SPECIAL PROJECTS RN

DEPARTMENT: COMMUNITY AND PROFESSIONAL RELATIONS
REPORTS TO: PROGRAMS MANAGER

POSITION SUMMARY:

This position facilitates education in the promotion of health and prevention of disease and illness. This position interacts with patients, families/caregivers, clinicians, physicians, and community healthcare partners.

ESSENTIAL JOB FUNCTIONS:

- Coordinates and provides initial assessment visits, follow-up visits, and phone calls for patients in accordance with guidelines and protocols of contracted programs, Federal and State Rules and Regulations, accepted standards of nursing practice and LMVNA Policies and Procedures.
- Determines program eligibility and needed services for patients based on set criteria.
- Conducts comprehensive and focused nursing assessments and documents within 48 hours of visit or phone call.
- Accurately collects and records required data as part of the assessment or follow-up visit.
- Assess and monitor patient's compliance to the medication regime based on protocol and provide appropriate patient education based on patient and/or caregiver's needs.
- Reviews medications and reconciles to physician order(s) and medication list when appropriate.
- Develops a plan of care in collaboration with the patient and the healthcare team using critical thinking skills. Evaluates the patient's response to care, communicates and collaborates with the healthcare team, and updates the plan of care as needed.
- Develops and implements an individualized teaching plan for the patient and family/caregiver with the goal of assisting the patient in reaching the highest level of independence possible.
- Obtains physician orders for necessary care and services on a timely basis and/or collaborates with the healthcare team to do so.
- Works collaboratively with patients, physicians, Case Managers, and other members of the healthcare team including, Directors, Supervisors, and other appropriate members. Healthcare team may also include community healthcare members from other healthcare organizations and community agencies.

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- Implement effective and therapeutic communication and interpersonal skills during each patient encounter, whether in person, or phone.
- Ensures clinical documentation is complete, accurate, professional, and submitted within 48 hours of the visit or phone call.
- Maintains inventory of supplies needed for visits. Picks up supplies, forms, and equipment in timely manner as to not delay visits.
- Monitors case communication notes, email and mailbox and takes appropriate action.
- 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.
- Acts as a role model within and outside of the agency.
- 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.

QUALIFICATIONS AND REQUIREMENTS

Must have a current California RN license and CPR.

Valid California driver's license and automobile insurance per organization policy.

Computer literacy required.

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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 office environment 30 % of the time and field environment 70% of the time.

Physical: primary functions require sufficient physical ability and mobility to work in an office or field setting.

- 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 interruptions.
- Must be able to communicate clearly and exchange information with other staff and the public.
- Must be able to work frequently with interruptions.
- Must have the ability to understand the meanings of words and respond effectively and be proficient in speaking, writing and reading English.
- Must be able to express or exchange ideas by means of the spoken word and impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately, loudly or quickly.
- 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 work frequently with VDTs/computers.
- Must be able to sit frequently.
- Must be able to stand frequently.
- Must be able to stoop, bend, reach, twist, crouch, and kneel frequently.
- Must be able to lift an object up to 35-50 lbs. raising or lowering it from one level to another occasionally.
- Must be able to transport an object up to 11-24 lbs., usually holding it in the hands or arms for 100 feet frequently.
- Must be able to level lift an object up to 24-34 lbs. frequently.

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- Must be able to lift overhead an object up to 11-24 lbs. occasionally.
- Must be able to push/pull an object up to 35-50 lbs. occasionally.
- Must be able to drive auto equipment constantly.
- 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 constantly.
- Must be able to occasionally work in a fast pace office with occasional interruptions and meeting deadlines.
- Must be able to see 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 occasionally.
- Hands – fine manipulation frequently.
- Hands – gross manipulation frequently.
- Grasping: Right – simple grasp frequently.
Left – simple grasp frequently.
Right – firm grasp occasionally.
Left – firm grasp occasionally.

Simple grasp = under 50 lbs. Firm grasp = over 50 lbs.

- Foot pedals – use of foot pedals on bed lock, lift chairs, etc., occasionally.

ENVIRONMENTAL REQUIREMENTS (possible exposure to):

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

Occasionally = 1 – 33%

Frequently = 34 – 66%

Constantly = 67 – 100%

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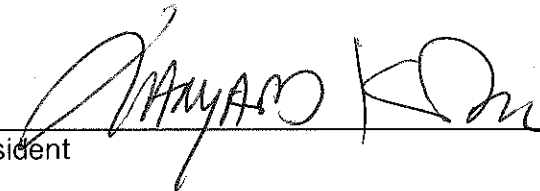
STANDARD OF PERFORMANCE AND ACCOUNTABILITY:

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

7-24-15

Date

Supervisor

Date

Employee

Date