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| **Job Description**  **RN Charge Nurse** | | | | | | | |
| Reports to: JRWHH Coordinator | | | Agency: Life Touch Hospice | | | | Location Code: 2 |
| The Mission of SHARE is to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas. | | | | | | | |
| **Position Summary** | | | | | | | |
| Case management of hospice house patients. Serve as liaison between physicians and other service providers. Insure continuity of care and treatment plan implementation. Perform routine RN duties, monitor infection control, make meaningful observations, write brief, accurate reports, and participate in continuing education. Promote a quality hospice program. Promote a team approach to hospice care. | | | | | | | |
| **Position Classifications** | | | | | | | |
| Primary Classification:  Non-Exempt - Full-Time | Pay Frequency:  Bi-Weekly Hourly | | | | | Safety Sensitive:  Yes | |
| Benefits Eligible:  Yes | Driver Status:  Non-Routine | | | | | Random Testing:  Yes | |
| EEOC Classification:  Professional | SOC Code:  29-1141 | | | | | Job Title ID:  52 | |
| **Qualifications** | | | | | | | |
| A current Arkansas RN license and three years of nursing experience are required. Possess the ability to make meaningful observations, write brief accurate reports, ability to recognize the needs of people and maintain a good relationship with them, have experience in the areas of grief and loss with the ability to recognize and relate to the problems of grieving families. Possess ability to effectively present information in one-on-one and small group situations to patients/families/caregivers, and other employees of LTHH. Possess ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. | | | | | | | |
| **Certifications** | | | | | | | |
| CPR certification is required. | | | | | | | |
| **Physical and Mental Requirements** | | | | | | | |
| **Medium Work**  Medium Work involves exerting 20 to 50 pounds of force occasionally or 10 to 25 pounds of force frequently or an amount greater than negligible and up to 10 pounds constantly to move objects. Physical demand requirements are in excess of these for Light Work.  **The minimum requirements of this position require this individual to:**   * Hear alarms/telephone/normal speaking voice * Have good manual dexterity * Have clarity of vision with/without corrective lenses * Work in a constant state of alertness and in a safe manner   This position is considered Safety Sensitive under applicable Arkansas laws pertaining to the use of marijuana for medicinal purposes. This position includes as part of the job duties performing life-threatening procedures and regularly working with controlled substances, foods, medicine and highly sensitive and confidential medical information. This position is one in which a lapse of attention could result in injury, illness, or death. For the safety of the employee and others, the employee must be able to work in a constant state of alertness and concentrate for long periods of time while performing life-threatening procedures and working with controlled substances, foods, medicine and confidential medical information. | | | | | | | |
| **Other Requirements for Continued Employment** | | | | | | | |
| * Name not found on the Office of Inspector General registries * Sex offender registry clearance * Complete all required training * Availability to work as scheduled during hours of operation * Must be able to treat ALL people with respect and courtesy without bias or discrimination   ALL SHARE employees are required to keep informed of and comply with the non-discrimination policy as stated: SHARE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law in admission or access to or treatment or employment in its programs or activities. The President/CEO of the SHARE FOUNDATION, has been designated to coordinate efforts to comply with the Americans with Disabilities Act of 1991 which prohibits discrimination on the basis of handicap or disability. | | | | | | | |
| **SHARE IMPACT Values** | | | | | | | |
| The values of SHARE are:  **Integrity - Motivated - Professionalism - Adaptability - Compassion - Teamwork**  Your behavior and the values you demonstrate in the workplace have a direct IMPACT on mission fulfillment, the work environment and the people you serve. You will be evaluated on the demonstration of these values in the performance of your work and in your daily interaction with others. You must be successful in both the demonstration of these values and the successful performance of the essential job functions required on this job description. | | | | | | | |
| **Evaluation Instructions**  **Evaluation Key**: Met **(M)** Needs Improvement **(NI)** Not Met **(NM).**Complete electronically or in ink. Do not erase or use white out and initial any corrections. Give a key for all requirements. Include documentation for NI or NM keys in the comments field. Document any goals that are set during the evaluation. Give employees the opportunity to make comments or to respond in writing. Complete the recommendations section. Signatures are required from the supervisor and the employee. | | | | | | | |
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| **Essential Job Functions**  To perform this job successfully, an individual must be able to perform each of the following Essential Duties satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the Essential Duties of the position, provided it does not create an undue hardship on SHARE. | | | | | | | |
| **Requirement** | | | **Key** | **Evaluation Comments** | | | |
| Apply nursing principles and techniques in the treatment of patients. | | |  |  | | | |
| Prepare proper and necessary reports and forms. | | |  |  | | | |
| Obtain all required signatures. | | |  |  | | | |
| When a patient arrives, check all medication brought from home to ensure that labels are accurate, not altered, ad not expired | | |  |  | | | |
| When controlled medications are no longer needed by a patient, destroy the medications by following procedures. | | |  |  | | | |
| Follow all procedures for all narcotic medications to be surrendered when no longer needed by a patient. | | |  |  | | | |
| Teach, encourage, and counsel patients and families to better meet patient/family needs. | | |  |  | | | |
| Monitor benefit election periods. | | |  |  | | | |
| Follow all LTH policies and procedures regarding patient care, conduct, safety, fire, security and risk management. | | |  |  | | | |
| Maintain current documentation in compliance with all Medicare, Medicaid, and Health and Human Services Department policies and regulations. | | |  |  | | | |
| Referring assessed needs to social worker, counseling services coordinator, volunteer coordinator, and/or chaplain as appropriate. | | |  |  | | | |
| Work closely with and maintain communications with Interdisciplinary Team (IDT) members, Medical Director and other physicians as necessary. | | |  |  | | | |
| Offer appropriate solutions to problems in accordance with established policies and procedures. | | |  |  | | | |
| Document all patient contacts, turning in accurate cost reports and time records daily. | | |  |  | | | |
| Provide for a safe environment for patients, guests, visitors and employees. | | |  |  | | | |
| Coordinate all patients’ services with Hospice billing/accounts payable department. | | |  |  | | | |
| Coordinate, assess, document, update and/or assist with:  •The changing medical needs of patients  •The patient/family emotional needs.  •The patient/family financial concerns  •The patient/family spiritual and death concerns | | |  |  | | | |
| Assist with conducting admission conference with the attending physician and the assigned Hospice patient. | | |  |  | | | |
| Assist with conducting admission/discharge conference with the nursing Director of all skilled nursing facility (SNF) patients. | | |  |  | | | |
| Consistently represents LTH to all internal and external relationships with integrity and professionalism. | | |  |  | | | |
| Assist with the preparation of education newsletter. | | |  |  | | | |
| Perform medical audit of assigned LTH patients’ records to ensure palliative treatment only and proper billing. | | |  |  | | | |
| Attend in-services as appropriate. | | |  |  | | | |
| Re-evaluate each patient’s needs regularly and revise plan of care as needed with IDT approval. | | |  |  | | | |
| Maintain current documentation in clinical records and check them for accuracy, completeness and compliance with Hospice, Medicare, Medicaid and DHHS policies and regulations. | | |  |  | | | |
| Keep accurate records of all vital signs, medication/treatment frequency, and monitoring of results. | | |  |  | | | |
| Check temperature of medication refrigerator and logs results daily. | | |  |  | | | |
| Keep all team members and attending physicians informed of changes in patient’s conditions and/ or needs. | | |  |  | | | |
| Review notes from HHAs/CNAs and service providers regarding the care being given to the patient. | | |  |  | | | |
| Update aide care plan as needs change. | | |  |  | | | |
| Supervise aides with daily observations and by completing the supervisory visit forms every 14 days. | | |  |  | | | |
| Respond to patient calls immediately to identify patient need. | | |  |  | | | |
| Comply with all LTH, DEA, DHHS, Medicare/Medicaid policies and regulations regarding prescribed and/or wasted medications within 72 hours of patient’s death. | | |  |  | | | |
| Assist physicians in performing specialized care/ procedures. | | |  |  | | | |
| Obtain patient’s funeral home information for all staff before anticipated need. | | |  |  | | | |
| Answer and handle all after hour phone calls and relaying information to home on-call nurse as necessary and appropriate. | | |  |  | | | |
| Serve continually as patient/family advocate by keeping patient/family as a priority and working with patient/family to educate, assist and encourage with all problems. | | |  |  | | | |
| Teach and assist families’ about/ with medications that are ordinarily self-administered. | | |  |  | | | |
| Assist staff with continuous care. | | |  |  | | | |
| Provide specialized nursing skills where required. | | |  |  | | | |
| Prepare equipment and materials for treatment utilizing aseptic technique as required. | | |  |  | | | |
| Initiate appropriate preventative nursing procedures. | | |  |  | | | |
| Follows guidelines for universal precautions when providing patient care. | | |  |  | | | |
| Attend, participate and/or assist with the continuing education programs for nurses and HHA personnel as requested and/or required by immediate supervisor. | | |  |  | | | |
| Assist with the testing and teaching of aides. | | |  |  | | | |
| Evaluate aide competencies as required. | | |  |  | | | |
| Expected to accept personal responsibility for other educational activities to enhance job-related skills and abilities, and to attend mandatory educational programs. | | |  |  | | | |
| Assist in the design and implementation of continuous quality improvement programs. | | |  |  | | | |
| Keep patient/ family as a priority and respond promptly to all patient/ family or physician requests. | | |  |  | | | |
| Assist LTH House Coordinator with Durable Medical Equipment (DME) and supply inventory and keeping Inventory Coordinator informed of supply needs. | | |  |  | | | |
| Comply with Hospice/ SHARE policies and nursing standards for Hospice licensure, Medicare and Medicaid certification. | | |  |  | | | |
| Demonstrate current knowledge of Hospice nursing policies and procedures, appropriate theories and practices of nursing, and assisting with the development of said theories and practices. | | |  |  | | | |
| Display flexibility and willingness to accept change. | | |  |  | | | |
| Demonstrate ability to manage time effectively. | | |  |  | | | |
| Work cooperatively and follow directions from supervisors. | | |  |  | | | |
| Demonstrate team effort within organization structure. | | |  |  | | | |
| Attend and/or participate in Hospice events. | | |  |  | | | |
| Distribute necessary forms to team members on the first working day following admission. | | |  |  | | | |
| Answer telephone within three (3) rings, giving appropriate identification and direct calls to appropriate person. | | |  |  | | | |
| Provide for a safe environment for patients, guests, visitors and employees. | | |  |  | | | |
| Display flexibility and willingness to accept change. | | |  |  | | | |
| Demonstrate ability to manage time effectively. | | |  |  | | | |
| Work cooperatively and follow directions from supervisors. | | |  |  | | | |
| Demonstrate team effort within organization structure. | | |  |  | | | |
| Attend and/or participate in Hospice events. | | |  |  | | | |
| Distribute necessary forms to team members on the first working day following admission. | | |  |  | | | |
| Answer telephone within three (3) rings, giving appropriate identification and direct calls to appropriate person. | | |  |  | | | |
| Performs other duties as assigned. | | |  |  | | | |
| Turn in accurate Time/Travel reports in a timely manner. | | |  |  | | | |
| Evaluate and prepare written reports as assigned. | | |  |  | | | |
| Work in a constant state of alertness and in a safe manner. | | |  |  | | | |
| Perform other duties as assigned or requested. | | |  |  | | | |
| Demonstrate an understanding of how SHARE’s IMPACT values help achieve our mission to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas. Demonstrate those values on a daily basis and be willing to overcome behaviors that negatively impact relationships with co-worker’s and the people we serve. | | |  |  | | | |
| Adhere to all SHARE Foundation and Life Touch Hospice Policies and Procedures. | | |  |  | | | |
| Comply with the HIPAA Privacy Policy maintaining confidentiality requirements. | | |  |  | | | |
| **Evaluation Summary** | | | | | | | |
| **Met last year’s goals:** | | | | | | | |
| **Evaluation Goals for Up Coming Year:** | | | | | | | |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| **Recommendations:** | | | | | | | |
| **Employee Comments:** | | | | | | | |
| By signing this job description, I understand that it is a summary of the typical functions of the job, not an exhaustive or comprehensive list of all the possible job responsibilities, tasks, and duties I may be asked to perform. I will be required to perform other responsibilities, tasks and duties that may differ from those outlined in this job description when they are assigned. This job description should not be construed to imply that these requirements and functions are the exclusive standards of this position. The classification(s), essential functions or primary responsibilities of this position are subject to change at any time without notice. I understand that I will be expected to fulfill the essential functions, responsibilities, tasks, behavioral expectations and other duties when assigned to my employer’s satisfaction and at its discretion. This job description is not an employment contract and employment is for no fixed term and may be discontinued with or without cause or notice, by me or my employer, at any time.  **Employee Signature: Date:** | | | | | | | |
| **Supervisor Signature:** | | | | | **Date:** | | |
| **ED Review:** | | **Date:** | | | **HR Review:** | | |