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| **Job Description**  **RN Case Manager** | | | | | | | |
| Reports to: Regional Coordinator | | | Agency: LifeTouch Hospice | | | | Location Code: 4 |
| 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** | | | | | | | |
| Plan and deliver care to patients, utilizing process of assessment, planning, interventions, implementation and evaluation. Effectively interact with patients, families and other team members while maintaining standards of professional nursing and clinical competency. Show sensitivity to the needs of terminally ill patients and families and one’s own feelings about dying and death. | | | | | | | |
| **Position Classifications** | | | | | | | |
| Primary Classification:  Non-Exempt - Full-Time | Pay Frequency:  Bi-Weekly Hourly | | | | | Safety Sensitive:  Yes | |
| Benefits Eligible:  Yes | Driver Status: Routine  *See other requirements below.* | | | | | Random Testing:  Yes | |
| EEOC Classification:  Professional | SOC Code:  29-1141 | | | | | Job Title ID:  169 or 170 | |
| **Qualifications** | | | | | | | |
| Current Arkansas RN license and a minimum of one year of nursing experience. Current CPR certification. Basic computer skills. Dependable transportation, current liability coverage and valid driver’s license. | | | | | | | |
| **Certifications** | | | | | | | |
| None are 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** | | | | | | | |
| * Valid current driver’s license * Must maintain current automobile insurance coverage at all times * Must provide and use personal transportation * Have and maintain clean motor vehicle report * 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 and to take call * 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** | | | |
| Depending on patient’s acuity, the expectation is to make 4-5 visits per day with documentation. Case load is approximately 12-14 patients per 40 hours/week. | | |  |  | | | |
| Assess needs, being aware of the physical, emotional, and spiritual aspects of care. | | |  |  | | | |
| Perform patient consult/admissions visits as needed, including the explanation of the hospice benefit, complete physical assessment, completion of all admission paperwork. | | |  |  | | | |
| Teach, encourage, and counsel patients and families to better meet patient/family needs. | | |  |  | | | |
| Work closely with and maintain communications with the Interdisciplinary Team (IDT) members. | | |  |  | | | |
| Coordinate patients’ services with billing/accounts payable department. | | |  |  | | | |
| Attend staff development, in-services etc. as requested. | | |  |  | | | |
| Keep all team members and attending physician(s) informed of changes in patient’s conditions and/or needs. | | |  |  | | | |
| Update aide care plan as needs change. | | |  |  | | | |
| Supervise aides by making supervisory visits every 14 calendar days. Make annual site visit with aide present. | | |  |  | | | |
| Update on-call nurse verbally. | | |  |  | | | |
| Take rotation weekend and holiday On Call as scheduled. | | |  |  | | | |
| Follow the Model Nursing Visit. | | |  |  | | | |
| Serve continually as patient family advocate. Keep patient/family as a priority and work with patient/family to educate, assist and encourage with all problems. | | |  |  | | | |
| Keep staff, contract providers, patients, family members, and other care givers informed of universal precautions. | | |  |  | | | |
| Assist patients and families with concern and empathy; respect confidentiality and privacy and communicate in a courteous and respectful manner. | | |  |  | | | |
| Document accurate and ongoing assessment of patient status. Document patient care reflecting interventions, patient response to care, patient needs, problems, capabilities, functioning/limitations, and progress toward goals. Documentation includes evidence of teaching and the understanding of teaching. | | |  |  | | | |
| Continually monitor patients’ appropriateness for the hospice benefit. Alert IDT to patients sustained improvement for discharge consideration/planning. | | |  |  | | | |
| Display flexibility and willingness to accept change. | | |  |  | | | |
| Minimize non-productive time and fill slow periods with activities that meet the agency’s needs. | | |  |  | | | |
| Attend and/or participate in Life Touch events. | | |  |  | | | |
| Actively cooperate in Quality Assurance and Performance Improvement Program. | | |  |  | | | |
| Uphold the mission, vision and values (Respect, Integrity, Stewardship, and Excellence) of Life Touch in full measure. | | |  |  | | | |
| Work Cooperatively and follow directions from supervisors. | | |  |  | | | |
| Follow all policies and procedures in compliance with Life Touch Hospice/SHARE, and all other governing/regulatory authorities. | | |  |  | | | |
| Keep a working cell phone at all times while on duty. Immediately report any phone number changes to your supervisor. | | |  |  | | | |
| Maintain strict confidentiality of patient/family/caregiver information. | | |  |  | | | |
| 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 LifeTouch 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:** | | |