

Job Description Float RN

Reports to: Clinical Director

Agency: Life Touch 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

Perform RN duties to meet patient and family needs of assigned hospice patients in the JRWHH & homecare programs.

Position Classifications

Primary Classification:
Non-Exempt

Pay Frequency:
Bi- Weekly - Hourly

Safety Sensitive:
Yes

Benefits Eligible:
Yes

Driver Status:
Routine

Random Testing:
Yes

EEOC Classification:
Professional

SOC Code:
29-1141

Job Title ID:
186

Qualifications

A current unencumbered Arkansas RN license with three years of nursing experience is required to qualify for employment.

Certifications

None

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
- Must be able to treat ALL people with respect and courtesy without bias or discrimination

- Availability to work as scheduled during any hours of operation 30-40 hours a week

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.

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
Actively participate in the coordination of all aspects of assigned patient's hospice care in accordance with current professional standards and practice, including participating in ongoing interdisciplinary comprehensive assessments, developing and evaluating the plan of care, and contributing to patient and family counseling and education.		
Participate in LTH sponsored in-service training and/or staff development		
Ensure that the nursing needs of patients are met as identified in the patients' initial assessment, comprehensive assessment, and updated assessments.		
Conduct and document a patient-specific comprehensive assessment that identifies the patient's needs for hospice care and services, as required.		
Update the comprehensive assessment (as frequently as the condition of the patient requires, but no less frequently than every 15 days) in collaboration with the interdisciplinary team and attending physician (if any). Considering the changes that have taken place since the last assessment, including information on the patient's progress towards desired outcomes.		
Ensure that hospice care and services furnished to patients and families follow an individualized written plan of care established in collaboration with the attending physician (if any), the patient, and the primary caregiver in accordance with the patient's needs.		
Educate patients and the primary caregiver(s) as appropriate to their responsibilities for the care and services identified in the plan of care.		

Follow accepted standards of practice to prevent the transmission of infections and communicable diseases, including the use of standard precautions. Keep staff, healthcare partners, patients and family informed of universal precautions.		
As required, make an on-site visit to patient's residences no less frequently than every 14 days to assess the quality of care and services provided by the CNAs.		
Follow the Model Nursing Visit		
Provide certification/re-certification summary to Medical Records as requested		
Communicate to billing/accounts payable department when a patient seeks non-hospice related treatment or consultation with healthcare partners.		
Audit closed charts per the established protocol.		
Take first call every other weekend beginning on Friday at 4:30 and ending on Monday at 8:00am, as scheduled		
Cover JRWHH PRN shifts, as needed		
Communicate problems or concerns to Homecare Program Coordinator		
Attend and/or participate in LTH events		
Actively cooperate in Quality Assurance program		
Uphold the mission and values of LTH (integrity, respect, excellence, and stewardship) in full measure		
Performs other duties as assigned.		
Sync your laptop with the LTH servers daily, by 8:30am and 4:30pm		
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 Policies and Procedures.		

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: