Hospice of North Idaho

JOB DESCRIPTION

TITLE: EMERGENT CARE NURSE/Admit Support/Hospital Liaison (RN)
REPORTS TO: RN Team Leader
FLSA STATUS: Non-Exempt/ 1.0 FTE

SUMMARY: Under the direction of client’s primary care physician and Hospice Medical Director, the Emergent Care Nurse (RN) as a member of the Interdisciplinary Team, will provide continuity from the acute care setting to the home, facility or the Hospice House. The nurse will communicate client assessment and recommended care measures to the Admit Team or primary nurse receiving the patient. When acting in the emergent care capacity, the Emergent Care RN will provide prompt response to physical and emotional needs of patients and their families in the form of phone call and/or home visits during regular day shift hours; they screen a variety of questions, problems, and crisis situations that may arise. When not performing emergent care services or as needed, the RN will also assist in patient admits and may also act as the primary nurse until the patient is admitted to Hospice Services. Additionally, this position will serve as a Hospital Liaison resource, in building and sustaining community relationships in the acute care setting, which may include Kootenai Health and NIACH, as well as Shoshone and Benewah acute care facilities as appropriate. May provide end of life education and resources to the staff in the acute care setting

MINIMUM QUALIFICATIONS: RN required; current Idaho State RN in good standing; minimum six (6) months nursing experience; current CPR; valid driver’s license, personal vehicle for on-the-job transportation, and evidence of insurance coverage as required by HONI policy required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of the principles and practices of professional nursing
- Perform assessments and nursing functions as acquired in the basic nursing preparation program
- Strong written and verbal communication skills
- Confidentiality and HIPAA
- Ability to multi-task
- Detail oriented
- Strong decision making and problem solving skills
- Medical Office knowledge required: Multi-line phones, computer, printer, copier, and fax
- Map Reading Skills
- Supervisory Skills
- Medical Equipment knowledge.
ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work collaboratively with the Nursing supervisor, triage staff, HONI medical director and emergent care nurses to coordinate discharge planning and plan of care;
- Provide end of life education and resources to the staff in acute care settings;
- Perform nursing visits to patients as directed by plan of care on an emergent or scheduled basis to provide on-going assessment of patient’s condition and caregiver’s ability to give care. This position is to assist with emergent patient needs, admissions, hospital rounds, PLT coverage that the primary nurses may not be able to manage;
- Dispatched by the nurse supervisor for the week or triage/referral staff as appropriate. Flexibility is essential and travel to all service areas is required;
- Provide daily visits in the inpatient facilities for general inpatients and coordinate plan of care with the inpatient facility staff;
- Provide agency information in response to inquiries from patients, families or community regarding hospice care during non-office hours;
- Assess patients whose condition is changing and take appropriate care measures and inform primary care team. This may involve initiation of Continuous Care, respite, inpatient placement, etc.;
- Provide nursing input for symptom management, including but not limited to: pain, bowel and bladder function, level of consciousness, alteration in nutritional and fluid balance, alteration in skin integrity. Consult with patient’s primary physician or HONI Medical Director as needed regarding management of symptoms;
- Perform a pain assessment at every visit;
- Maintain competencies in pain management, symptom management, infusion care, wound care, nursing assessment, medications, etc.;
- Update written HA’s plan of care as needed through timely use of HA care plan addendums;
- Provide patient/family teaching to promote independence, support dignity at end of life and enable caregivers to provide care. Document teaching;
- Provide nursing input towards initial and updated care plans; assist in monitoring progress toward stated goals;
- Participate in weekly IDT care conference as needed and available and is prepared to discuss appropriate issues regarding scheduled patients. Communicate succinctly;
- Provide nursing care for patients in facilities (acute or LTC) in partnership with the IDT and facility staff;
- Respond to family at time of patient death, pronounce death per procedure, notify appropriate agencies and provide bereavement support to family members during immediate bereavement period;
- Maintain accurate, timely and complete documentation in patient record per procedure;
- Function as mentor for new nurses during the introductory period;
- Attend and seek out Clinical education.
- Participate in the on call/pager schedule as assigned by the nurse supervisor.
- Serve as point of contact for HONI at Kootenai Health, NIACH and other acute care settings, building relationships and sustaining community relationships;
OTHER RESPONSIBILITIES:

- Other duties as assigned.

SAFETY: Hospice of North Idaho enforces a safety culture whereby all employees have the responsibility for continuously developing and maintaining a safe working environment. Each employee is responsible for completing all training requirements, participating in emergency response tasks as requested, and serving on safety committees and teams as requested. In addition, employees must accept the responsibility for maintaining the safety of themselves and others by adhering to all written and verbal instructions, promptly reporting and/or correcting all hazards or unsafe conditions, and providing feedback to supervisors and management on all safety issues.

PROCEDURE COMPLIANCE: Employee must read and understand the general and specific operational, safety, and environmental requirements of all plans, procedure, and policies pertaining to this job.

AMERICANS WITH DISABILITY SPECIFICATIONS

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

It is estimated that this position requires 5 to 6 hours of activity per day and 2 hours of sitting per day plus a combination of the following capabilities during the course of an 8 hour day; while performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; write, type; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell; drive. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

WORKING CONDITIONS: Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work may be completed at Hospice House In-patient Unit, a Hospice of North Idaho’s patient’s home, skilled nursing facility, assisted living facility, hospital or at the HONI Office.

While performing the duties of this job, the employee may be exposed to weather conditions prevalent at the time.

The noise level in the work environment is usually moderate.
ACKNOWLEDGEMENT:

The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have received, read and understand this explanation and job description. My signature below attests to the fact that I can perform the essential functions of the job with or without reasonable accommodation.

_______________________________________________________________
Signature

_______________________________________________________________
Employee Name Printed

_______________________________________________________________
Date