JOB DESCRIPTION

TITLE: Nurse Practitioner Palliative Care & Hospice
REPORTS TO: Executive Director & Medical Director
FLSA STATUS: Exempt 1.0 FTE

SUMMARY: The hospice nurse practitioner (HNP) works in collaboration with Hospice of North Idaho (HONI) staff to provide comprehensive, quality hospice and palliative care services to patients under the direction of the supervising HONI Medical Director. The HNP will be responsible for providing patient visits for palliative care patients both new and established and coordinating their plan of care with other designated hospice staff, especially the palliative care team. The HNP will function as an integral member of the Hospice provider staff. The HNP on an as needed basis will fulfill the requirements of the “face-to-face encounter” with a Medicare beneficiary enrolled in Hospice of North Idaho. Patient visit will include visits to patient’s homes, facilities, hospitals and the Hospice Inpatient Unit. In addition, The HNP will engage in independent decision-making about a patient’s healthcare concerns and provide hospice or palliative care services on an as needed basis. HONI medical directors will be available for consultation, collaboration, or referral.

MINIMUM QUALIFICATIONS: MSN from an accredited nursing school; current State of Idaho licensure as a Registered Nurse and Nurse Practitioner in good standing; 2-4 years experience in a medical specialty involved in the care and treatment of patients diagnosed with serious, advanced or terminal illnesses; a minimum of 2 years of clinical experience in Oncology, Pain & Symptom Management, Palliative Care, and Hospice, healthcare in a hospital or physician practice setting; current CPR; ability to obtain hospital privileges at Kootenai Health; Certification by American Academy of Nurse Practitioners and/or The National Board for Certification of Hospice and Palliative Nurses (NBCHPN- Certification for Hospice and Palliative ADVANCED PRACTICE NURSES) preferred. If not certified by the NBCHPN, certification will be expected to be completed within a time period agreed upon between Hospice of North Idaho administration and the employee; 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 patient electronic medical record and obtaining patient histories;

- Knowledge of health education theory and practice;

- Knowledge of clinical operations and procedures;

- Ability to maintain quality, safety, and/or infection control standards;
• Knowledge of current principles, methods and procedures for the delivery of medical evaluation, diagnosis and treatment in hospice and palliative care;

• Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community;
• Knowledge of related accreditation and certification requirements;
• Knowledge of Medicare ‘Face to Face Encounter’ criteria;
• Knowledge of the interdisciplinary team concept;
• Ability to work collaboratively with referring, primary, consulting physicians and other members of the interdisciplinary team to provide appropriate palliative care to patients;
• Ability to work with other health care providers in long term care facility settings;
• Demonstration of leadership skills;
• Excellent organizational skills;
• Ability to work with detailed and confidential material;
• Computer experience required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

• The main function of the HNP will be to provide medical support and coordination to palliative care patients and family members. This includes such duties as
  o Provides medical expertise on pain, symptom management, and the evaluation of terminal prognosis to patient, family members and staff:
    ▪ Ordering of appropriate therapies and tests when needed
    ▪ On average a total of 5-8 patient visits per day
  o Ensures that the care being provided is based on established hospice and palliative care guidelines and standards;
  o Regularly contacts and collaborates with Kootenai Health providers regarding new patient referrals
  o Interacts with attending physicians, as necessary, regarding the care and treatment of patients in the Palliative Care program and works collaboratively regarding potential referrals to Hospice;
  o Performs patient visits primarily in, private residences, long-term care facilities, assisted living facilities, hospital or other locations;
  o Acts as the attending physician for identified palliative care patients.
  o Provides expertise and oversight of pharmacy formulary and medication expenditures.
• Provides Hospice of North Idaho Medical Director with face-to-face encounter documentation including the following:
  o A brief narrative explanation of the clinical finding that support a life expectancy of six months or less;
  o Signed/dated face-to-face encounter attestation form including the following information:
    ▪ Date of encounter;
    ▪ Attestation of the information collected during the encounter was provided to the Hospice of North Idaho Medical Director.

OTHER RESPONSIBILITIES:

• Be available to provide on-call coverage every third weekend and every third week after normal operating hours;

• Performs other duties as assigned by Medical Director.

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.

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; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 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 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