

## **JOB DESCRIPTION**

**TITLE:** Home Care Night Shift Nurse (RN)  
**REPORTS TO:** RN Team Leader  
**FLSA STATUS:** Non-Exempt/ 0.5-1.0 FTE

**SUMMARY:** The Home Care Night Shift Nurse (RN) works under the direction of client's primary care physician and Hospice Medical Director and with the primary care nurse as a member of the Interdisciplinary Team (IDT). This position advises and informs the primary nurse regarding client assessment and recommend care measures. The Night Shift RN provides prompt response to physical and emotional needs of clients and their families in the form of phone calls and/or home visits during non-office hours. This position also screens a variety of questions, problems, and crisis situation that may arise. Position may function as the Clinical Supervisor during on-call hours.

**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;
- Medical Equipment knowledge.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform nursing visits to clients as directed by plan of care after hours to provide on-going assessment of client's condition and caregiver's ability to give care;
- Provide agency information in response to inquiries from clients, families or community regarding hospice care during non-office hours. Media and non-client inquiries are referred to on-call administrator;

- Assess clients 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 client's primary physician as directed 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 plan of care through timely use of HA care plan addendums;
- Provide client teaching to promote independence, support dignity of 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 QAPI audit as requested;
- Manage nursing care for clients in facilities (acute or LTC) in partnership with IDT and facility staff;
- Respond to family at time of client death, pronounce death per procedure, notify appropriate agencies and provide bereavement support to family members during immediate bereavement period;
- Manage and supervise nursing care provided to assigned clients by contract agencies;
- Maintain accurate, timely and complete documentation in client record per procedure;
- Function as Clinical Supervisor for intermittent RNs and HAs assigned to client care during after hours. Access administrative 'on-call' staff when appropriate;
- Perform admits after hours as needed;
- Attend and seek out clinical education as necessary;

**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.

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Signature

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Employee Name Printed

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Date