



JOB DESCRIPTION

TITLE: PRIMARY NURSE (RN)
REPORTS TO: Director of Nursing
FLSA STATUS: Non-Exempt/ 1.0 – 0.50 FTE

SUMMARY: The Primary Nurse (RN) is responsible for the overall management of all nursing care for assigned patients. Under the direction of the patient's primary care physician and Hospice Medical Director, the Primary Nurse plans and provides individualized skilled nursing care to enable patients to participate as fully as possible in the activities of daily living, in both the in-home and the in-patient settings. The Primary RN will provide prompt response to physical and emotional needs of the patients and their families in the form of phone calls and/or home visits. This nurse must proficiently problem solve case management, symptom management and crisis situations that arise. The Primary Nurse participates as a member of the Interdisciplinary Team (IDT) to plan and provide holistic care to patients and families. Nursing care reflects observations, actions and plans that are in accordance with the IDT Plan of Care.

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:

- Current 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
- Demonstrated ability to work well with a team
- Medical Equipment knowledge

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs admission visit on assigned clients within 24 hours of referral unless requested otherwise by client or physician;
- Initiates admissions to agency, i.e., enters admission information data, orders DME, opens pharmacy account, etc.;
- Performs nursing visits to assigned clients as directed by plan of care, at least weekly. During periods of unusual medical stability, visits may be done every two weeks;
- Performs a complete assessment at least every week. Assessments include: 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;
- Performs a pain assessment at every visit;
- Initiate Documentation of assessment & POC at the bedside.
- Completion of documentation to be within 24 hours of visit.
- Maintains competencies in pain management, symptom management, infusion care, wound care, nursing assessment, medications, etc.;
- Performs in home CNA supervisory visit at least every two weeks, addressing CNA care plan meets client needs, CNA provides care according to CNA care plan and client is satisfied with CNA care. Documents visit. Joint visit with CNA at least every certification period;
- Updates written CNA plan of care with each certification period and with change in patient need;
- Provides client teaching to promote independence, support dignity of end of life and enable caregivers to provide care. Documents teaching;
- Initiates and updates care plan according to policy – after admission, reviews and updates ever two weeks;
- Participates in IDT care conference. Is prepared to discuss appropriate issues regarding scheduled clients. Communicates succinctly;
- Manages nursing care for clients in facilities (acute or LTC) in partnership with IDT and facility staff;
- Responds to family at time of client death, pronounces death per procedure, notifies appropriate agencies and provides bereavement support to family members during immediate bereavement period;
- Manages and supervises nursing care provided to assigned clients by contract agencies;
- Attends continuing education courses as necessary;
- Provides in-services to community and other health care settings on hospice care, pain and symptom management and other topics as requested;
- Works back-up and/or primary on-call schedule as determined by Nursing Team Leader;
- Maintains accurate, timely and complete documentation in client record per procedures.

OTHER RESPONSIBILITIES:

- Encouraged to obtain CHPN within 3 years of employment;
- Participate in 'on-call' rotation, which may include evenings and weekends, as scheduled;
- 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 Schneidmiller 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.

Hospice of North Idaho

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