

Job Title/Position: *Registered Nurse*

Reports To: *Clinical Supervisor*

JOB DESCRIPTION SUMMARY

The registered nurse plans, organizes and directs hospice care and is experienced in nursing, with emphasis on community health education/experience. The professional nurse builds from the resources of the community to plan and direct services to meet the needs of individual and families within their homes and communities.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES

Patient Care

1. Completes an initial, comprehensive and ongoing assessments of patient and family to determine hospice needs. Provides a complete physical assessment and history of current and previous illness(es).
2. Provides professional nursing care by utilizing all elements of nursing process.
3. Assesses and evaluates patient's status by:
 - A. Writing and initiating plan of care
 - B. Regularly re-evaluating patient and family/caregiver needs
 - C. Participating in revising the plan of care as necessary
4. Uses health assessment data to determine nursing diagnosis.
5. Develops a care plan that establishes goals, based on nursing diagnosis and incorporates palliative nursing actions. Includes the patient and the family in the planning process.
6. Initiates appropriate preventive and rehabilitative nursing procedures. Administers medications and treatments as prescribed by the physician in the physician's plan of care.
7. Counsels the patient and family in meeting nursing and related needs.
8. Provides health care instructions to the patient as appropriate per assessment and plan.
9. Assists the patient with the activities of daily living and facilitates the patient's efforts toward self-sufficiency and optional comfort care.
10. Acts as Case Manager when assigned by Clinical Supervisor and assumes responsibility to coordinate patient care for assigned caseload.

Job Title/Position: *Registered Nurse****Communication***

1. Completes, maintains and submits accurate and relevant clinical notes regarding patient's condition and care given. Records pain/symptom management changes/outcomes as appropriate.
2. Communicates with the physician regarding the patient's needs and reports changes in the patient's condition; obtains/receives physicians' orders as required.
3. Communicates with community health related persons to coordinate the care plan.
4. Teaches the patient and family/caregiver self-care techniques as appropriate. Provides medication, diet and other instructions as ordered by the physician and recognizes and utilizes opportunities for health counseling with patients and families/caregivers. Works in concert with the interdisciplinary group.
5. Provides and maintains a safe environment for the patient.
6. Assists the patient and family/caregiver and other team members in providing continuity of care.
7. Works in cooperation with the family/caregiver and hospice Interdisciplinary Group Members to meet the emotional needs of the patient and family/caregiver.
8. Attends interdisciplinary group meetings.

Additional Duties

1. Participates in on-call duties as defined by the on-call policy.
2. Ensures that arrangements for equipment and other necessary items and services are available.
3. Supervises ancillary personnel and delegates responsibilities when required.
4. Assumes responsibility for personal growth and development and maintains and upgrades professional knowledge and practice skills through attendance and participation in continuing education and inservice classes.
5. Fulfills the obligation of requested and/or accepted case assignments.
6. Actively participates in quality assessment performance improvement teams and activities.

Job Title/Position: *Registered Nurse*

POSITION QUALIFICATIONS

1. Registered nurse with current licensure to practice professional nursing in the state.
2. Graduate of National League for Nursing accredited school of nursing.
3. Maintains a current CPR certification.
4. Must be a licensed driver with a vehicle that is insured in accordance with state or organization requirements and is in good working order.
5. Minimum of two years experience, at least one of which is in the area of public health, home care, or hospice nursing is preferred.
6. Self directed and able to work with minimal supervision.
7. Management experience not required. Responsible for supervising hospice aides.
8. Demonstrates excellent observation, problem solving, verbal and written communications; nursing skills per competency checklist.
9. Shows ability to organize and prioritize workload independently.
10. Prolonged or considerable walking or standing. Able to lift, position, and/or transfer patients. Able to lift supplies and equipment. Considerable reaching, stooping, bending, kneeling, and/or crouching. Visual acuity and hearing to perform required nursing skills.

Employee Signature

Date

ADDENDUM A

**PERFORMANCE EVALUATION FOR
THE REGISTERED NURSE**

(Template)

PERFORMANCE EVALUATION

Job Title/Position: <i>Registered Nurse</i>					
Date:					
Reviewer:		<input type="checkbox"/> Annual	<input type="checkbox"/> 90 Day	<input type="checkbox"/> Other	Page 1
Key: 4 = Superior Performance 3 = Satisfactory Performance 2 = Inconsistent Performance 1 = Unacceptable Performance					
A. <u>Patient Care Responsibilities</u>	<u>Rating</u>				
<i>Patient Care</i>					
1. Completes an initial assessment of patient and family to determine home care needs. Provides a complete physical assessment and history of current and previous illness(es).	1	2	3	4	
2. Regularly re-evaluates patient nursing needs.	1	2	3	4	
3. Initiates the plan of care.	1	2	3	4	
4. Uses health assessment data to determine nursing diagnosis.					
5. Develops a care plan that establishes goals, based on nursing diagnosis and incorporates therapeutic, preventive, and rehabilitative nursing actions. Includes the patient and the family in the planning process.	1	2	3	4	
6. Initiates appropriate preventive and rehabilitative nursing procedures. Administers medications and treatments as prescribed by the physician.	1	2	3	4	
7. Counsels the patient and family in meeting nursing and related needs.					
8. Provides health care instructions to the patient as appropriate per assessment and plan.	1	2	3	4	
9. Identifies discharge planning needs as part of the care plan development and implements prior to discharge of the patient.	1	2	3	4	
<i>Communication</i>					
1. Prepares clinical notes and updates the primary physician when necessary and at least every other week.	1	2	3	4	
2. Communicates with the physician regarding the patient's needs and reports and changes in the patient's condition; obtains/receives physician's orders as required.	1	2	3	4	
3. Communicates with community health related persons to coordinate the care plan.	1	2	3	4	
<i>Additional Duties</i>					
1. Participates in on-call duties as defined by the on-call policy.	1	2	3	4	
2. Ensures that arrangements for equipment and other necessary items and services are available.	1	2	3	4	
3. Instructs, supervises and evaluates hospice aide care provided every fourteen days.					
Targeted Goals For Next Review Cycle:	1	2	3	4	
_____	1	2	3	4	

Comments: _____	1	2	3	4	

Reviewer: _____ Date: _____

Name of Personnel: _____ Date: _____

PERFORMANCE EVALUATION

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Page 2	
Key: 4 = Superior Performance 3 = Satisfactory Performance 2 = Inconsistent Performance 1 = Unacceptable Performance	
<p>B. <u>Organizational Responsibilities</u></p> <ol style="list-style-type: none"> 1. Adheres to patient assignments as appropriate and reviews plan of care on an ongoing basis to maintain coordination of services. 2. Maintains an acceptable work record. _____ Days Tardy _____ Days Absent 3. Informs coordinator of availability weekly. 4. Reviews policy manual when patient care procedures and organization personnel procedures need clarification. 5. Supervises LPNs and hospice aides/nursing assistants for care provided. 6. Accepts responsibility for behavior and activity. 7. Is respectful of individuals' rights in interacting with patients, families/caregivers and coworkers. 8. Follows organization guidelines in practice of: (a) Infection Control (b) Fire/Safety (c) Patient Care Standards 9. Displays appropriate management of equipment and supplies (acquisition to distribution). 10. Participates in organization quality assessment activities to improve organizational performance. 11. Interacts collaboratively with all team members. <p>Targeted Goals For Next Review Cycle: _____ _____</p> <p>Comments: _____ _____ _____</p>	<p><u>Rating</u></p> <p>1 2 3 4</p> <p>1 2 3 4</p> <p>1 2 3 4</p> <p>1 2 3 4</p> <p>1 2 3 4</p> <p>1 2 3 4</p> <p>1 2 3 4</p> <p>1 2 3 4</p> <p>1 2 3 4</p> <p>1 2 3 4</p> <p>1 2 3 4</p>

Reviewer: _____ Date: _____

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C. <u>Educational/Inservice Responsibilities</u> 1. Completes CPR program annually. 2. Fire/Safety, Emergency Preparedness, Infection Control, Ethics, and Performance Improvement programs are attended annually. 3. Attends inservices quarterly and identifies self-learning goals. 4. Completes annual competency skills checklist.	<u>Rating</u> 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4
Targeted Goals For Next Review Cycle: _____ _____ _____	
Comments: _____ _____ _____	

Reviewer: _____ Date: _____

Name of Personnel: _____ Date: _____