

HOSPICE MINISTRIES INC.

Registered Nurse

SCHEDULED WORK HOURS:	Monday – Friday, 8:00am to 5:00pm and per on-call schedule
STATUS:	Full time (Salaried and subject to call pay, weekend visits, death visits) and part time hourly (non-exempt from overtime, subject to call pay, weekend visits, death visits)
DEPARTMENT:	In-home Division
REPORTS TO:	DIRECTOR CLINICAL SERVICES
DATE APPROVED:	

GENERAL PURPOSE OF JOB:

As a member of the interdisciplinary team, the Registered Nurse provides skilled nursing care to patients and their significant others, utilizing the nursing process. In addition, the Registered Nurse provides guidance and supervision of the Certified Nursing Assistant.

JOB SUMMARY:

The Registered Nurse is a professional nurse, under the supervision of the In-home Nursing Coordinator, who provides direct patient care to the terminal patient and the family. The RN is the case manager and must possess necessary skills to interact with other members of the IDT group as well as the patient / family, physician, and hospital. Functions within the scope of professional nursing practice as defined by the Mississippi State Board of Nurses and the policies and procedures of Hospice Ministries.

ESSENTIAL FUNCTIONS:

1. Completes admission documentation requirements as specified in the Hospice Ministries policies and procedures.
2. Initiates individualized plan of care in collaboration with patient / caregiver, referring physician, and members of the IDT group, including appropriate and realistic goals.
3. Contacts patient's referring physician prior to initiation of the plan of care.
4. Independently identifies nursing problems / diagnoses from ongoing assessments and initiates appropriate interventions in a timely manner.
5. Modifies and updates nursing portion of IDT care plan based on the changing needs of the patient / family.
6. Maintains current information on each assigned patient by timely documentation of phone calls, home visits, and changes in MD orders.
7. Evaluates level of understanding while teaching patient / family.
8. Attends all IDT meetings and monthly nurses' meetings.
9. Initiates and supervises C.N.A. services.
10. Participates in Performance Improvement by amending chart deficits within 7 days.
11. Recognizes and questions inconsistencies in treatment or medication regimen.
12. Communicates changes in patient's condition to physician as needed and appropriate.
13. Accepts on-call duties as assigned by Director of Nursing.

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14. Demonstrates a thorough knowledge of pain control and symptom management in the care of the terminally ill.
15. Maintains employment certifications, i.e. nursing license, immunization, physical exam, etc.

ADDITIONAL RESPONSIBILITIES:

1. Exhibits good organizational skills.
2. Participates in performance evaluation of C.N.A.'s as assigned.
3. Practices Universal Precautions and is familiar with OSHA regulations.
4. Maintains availability during working hours and remains flexible for other duties as assigned by the Director of Nursing/designee.
5. Maintains patient confidentiality at all times.
6. Demonstrates the ability to use effective communication skills.
7. Is responsible for assigned marketing / referral source visits.
8. Participates in the orientation of new staff as assigned.
9. Serves as preceptor for nursing students as assigned.
10. Attends workshops as appropriate and shares new information with members of IDT.
11. Maintains professional appearance.
12. Ability to interpret basic medical terminology pertinent to patient care.
13. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Must possess current license to practice nursing in Mississippi
2. Must have a thorough knowledge of pain control and symptom management for the terminally ill patient.
3. Must possess good oral and written communication skills.
4. Demonstrates the ability to work well with other members of the IDT; understands the role and function of the other disciplines.
5. Must possess good time management skills.
6. Understands the importance of cost-effective therapies.
7. Ability to safely operate automobile and current driver's license

EDUCATION AND EXPERIENCE:

1. RN and/or BSN degree required.
2. Must have a minimum of one year nursing experience, two years preferred.
3. Home health or hospice experience is preferred.

PHYSICAL REQUIREMENTS:

1. Able to lift and turn patients of various weights
2. Lifting—raise light objects from a lower to higher position or move objects horizontally from position to position.
3. Able to read handwriting of varying styles.

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- 4. Able to sit and perform tasks for extended period of time, ability to concentrated required during distractions and interruptions.
- 5. Agile. Able to a. stoop-bend downward and forward, b. kneel-bend legs at knee, c. crouch-bend body downward and forward, d. reach-extend hands and arms, e. stand, f. finger and grasp-type, pick, pinch, and apply pressure to an object with fingers and palm.
- 6. Visual acuity. Good. Able to prepare and analyze data and figures, use computer terminal and read.
- 7. Talking. Able to express or exchange ideas by means of the spoken word to convey detailed or spoken instructions accurately, loudly, and quickly.
- 8. Hearing. Ability to receive detailed information through oral communication.

By signing this job description, I acknowledge that I have read, understand, and have discussed my job duties and role at Hospice Ministries with my supervisor.

Employee: _____

Date: _____

Supervisor: _____

Date: _____