SOUTH COAST HOSPICE & PALLIATIVE CARE SERVICE, INC.
JOB DESCRIPTION – NURSE PRACTITIONER

Contact Information: Carol Gardner, Facilities Manager/CEO Assistant
Office 541-269-2986; e-mail c.gardner@schospice.org; web site www.sc.hospice.org

QUALIFICATIONS:
1. Possession of a current license to practice as a certified Nurse Practitioner in the State of Oregon.
2. Current malpractice insurance coverage.
3. Minimum of five years acute care experience or equivalent in training.
4. Minimum of two years Hospice and/or Home Health experience preferred.
5. Valid Drug Enforcement Agency registration.
6. Cardio-Pulmonary Resuscitation certification.
7. Demonstrates a strong work ethic founded upon personal/professional integrity.
8. Must possess a strong commitment to South Coast Hospice/Palliative Care Services Policies.
9. Demonstrates capacity to identify, clarify, and maintain working boundaries on the levels of professional practice, and program implementation.
10. Must be able to recognize, support, and adhere to all SCH policies, and procedures.
11. Demonstrates appropriate patient family assessment, pain management, and critical thinking skills.
12. Support and promote a kind, respectful workplace.
13. Must possess, or in 30 days be able to possess, an Oregon driver’s license, dependable transportation, and proof of automobile insurance.
14. Admitting and/or consultative privileges at one or more hospitals in the SCH service area.
15. Commitment to attain certification in hospice and palliative care.
16. Computer literacy in Microsoft Office applications preferred.

SKILLS REQUIRED
1. Operation of computer.
2. Strong organizational, interpersonal, leadership, and team building skills.
3. Excellent communication skills, written, verbal, and listening, allowing clear and concise communication with staff, and patients.
4. Strong clinical expertise in aggressive comfort care and family systems.

PHYSICAL REQUIREMENTS
1. Able to drive in a variety of weather conditions.
2. Able to safely negotiate in a variety of environments, e.g. steep stairs, uneven surfaces, and physically cramped quarters.
3. Able to lift a maximum of 50 lbs., using a two-person assist for awkwardly shaped or heavy objects.

WORK ENVIRONMENT/HOURS
1. Typical office environment
2. Homes and facilities with unpredictable environments, such as uneven surfaces, potential hazards such as animals, smoke, and exposure to communicable diseases, etc.
3. This is a four days per week salaried position; hours may vary in scheduling.
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PURPOSE

The Nurse Practitioner works in collaboration with the Medical Director, patient physicians, and team members, in an active practice to deliver, and support appropriate clinical care under Hospice federal, and state conditions of participation, and all South Coast Hospice policies and procedures to ensure excellence involving all aspects of the patient’s clinical care.

SUPERVISION RECEIVED (Medical Practice)

South Coast Hospice Medical Director provides medical supervision, consultation, and guidance regarding the Nurse Practitioner’s daily clinical South Coast Hospice patient assignments, i.e., 180 recertification, patient problem solving, and clinical compliance needs/concerns.

SUPERVISION RECEIVED (Program Supervision)

South Coast Hospice Executive Director provides supervision for program implementation in accordance with policy and procedure. In the absence of the South Coast Hospice Executive Director, he/she will report to the program’s Medical Director to seek direction.

SUPERVISION EXERCISED

The Nurse Practitioner oversees, and supports timely admission into the Hospice program, removing access barriers when identified or assists with the Admissions scheduling and assignment when necessary, including the solicitation, and gathering of patient medical records prior to patient’s admission for the Hospice Medical Director’s evaluation, and assessment for patient appropriateness.

DUTIES, AND RESPONSIBILITIES

South Coast Hospice Nurse Practitioner works directly with South Coast Hospice Executive Director, and Medical Director regarding assigned responsibility, oversight, and supervision. Works as an integral clinical team member to oversight, and support Hospice admissions with Admissions Coordinator, and team, and collaborates closely with South Coast Hospice Patient Care Coordinator.

1. Represents South Coast Hospice and Palliative Care Services in a professional and responsible manner.
2. Adheres to the practice of confidentiality regarding patients, families, staff, and South Coast Hospice and Palliative Care Services.
3. Functions as an integral part of an interdisciplinary team in order to enhance the mission, policy, and philosophy of South Coast Hospice and Palliative Care Services.
4. Complies with all applicable laws, and regulations with respect to collaborative agreements.
5. Practices in a manner that is a model for professional and agency ethics, values and integrity, and that complies with the letter and spirit of legal aspects.
6. Provides services related to health maintenance, promotion, and end-of-life care.
7. Available to order and interpret laboratory and radiology tests when requested.
Duties, and Responsibilities continued…

8. May prescribe medications, including controlled substances, to the extent delegated, and licensed, working hand-in-hand with patient’s primary care physician, and PCS Medical Director.
9. Orders treatment and durable medical equipment as if necessary.
10. Consults with referring, and primary care physicians, and designees as needed, providing written reports on patient contacts, and communications.
11. Prepares, and maintains accurate patient records to support sound medical practice, and coding for reimbursement for services provided in a timely manner when/if necessary or appropriate.
12. Ensures the clinical record, with all the information contained therein, is safeguarded against loss or unauthorized use when in his/her possession.
13. Meets with South Coast Hospice Medical Director weekly as well as on an as-needed basis.
14. Attends, and facilitates weekly Bay Area Hospital/Palliative Care Services IDG meeting.
15. Attends Bay Area Hospital Tumor Board/Patient Care Coordinative meeting, representing South Coast Hospice in a professional and responsible manner.
16. Attends all other appropriate meetings as requested, assigned or delegated by South Coast Hospice Medical Director and/or Executive Director.
17. Assists in providing training, and continuing education for staff when appropriate.
18. Participates in keeping written procedures current applicable to her area of responsibilities.
19. Meets with Executive Director weekly for support or as needed.
20. Assessment for the face to face 180 day recertification of existing Hospice patients.
21. Works directly with South Coast Hospice committees, and teams as a medical liaison, and representative in support of program development, and growth opportunities in relationship to CMS/COP’s State guidance, and Nursing licensure, to support, and ensure compliance standards with QI and the South Coast Hospice Nursing Department.
22. Assist Medical Director in the research, and alignment of patient records prior to South Coast Hospice admission, for the medical review, and determination process regarding Medical Director’s decision in relationship to appropriateness or diagnosis, and (LCD) outlines being satisfied/met.
23. South Coast Hospice liaison/representative for the BAHD Tumor Board, and Palliative Care/Hospice (in-house BAHD) shared patients or potential Hospice patients.
24. Provides clinical education/training for South Coast Hospice employees.
25. Works with the Admission Team to support an open access to Hospice in a timely manner.
26. Liaison, and collaborates with South Coast Hospice Patient Care Coordinator when able to support the Patient Care Coordinator with administrative call, and interventions.
27. Demonstrates continued professional growth, and development through participation in educational programs, and review of current health care.
28. Individually responsible to conduct him/herself in a safe manner during the performance of all job related duties. Also responsible to bring unsafe conditions to the attention of the person within the organization responsible for safety issues.
29. Must report for work at scheduled time, ready to perform work functions, and remain on task while completing entire scheduled shift unless prior approved to notice provided.

30. Supports, and adheres to all Policies, and Procedures of South Coast Hospice and Palliative Care Services including, but not limited to:

- SCH Standards of Conduct as described in the agency’s Compliance Plan.
- SCH Privacy Practices in accordance with HIPAA regulations.
- Kind, decent, and respectful behavior.

This position description describes the general nature, and level of duties, and responsibilities required of persons assigned to this position. It is not intended to include all duties, and responsibilities. The order in which duties and responsibilities are listed is not significant.

Accommodations for disabilities will be made whenever possible unless such accommodations would create an undue hardship on South Coast Hospice and Palliative Care Services, Inc.