

**JOB DESCRIPTION – RN – Primary Care Nurse****QUALIFICATIONS**

1. Must possess a current license to practice as a Registered Nurse in the State of Oregon.
2. Graduate of an accredited school of Registered Nursing.
3. Minimum of one year work experience as a professional community health nurse (Hospice, Home Health), preferably with one year end-of-life, acute care experience. Oncology preferred.
4. Must have and provide proof of professional liability insurance coverage.
5. Must have current CPR certification.
6. Able to receive direction and independently follow tasks through with minimum supervision.
7. Demonstrate excellent critical thinking skills.
8. Must be able to operate basic office equipment necessary to performance of duties, e.g. fax, copier, multi-phone line and computer.
9. Able to meet the physical demands of the job, such as patient lifting, repositioning, transferring, etc.
10. Must be able to communicate clearly and concisely.
11. Must be able to respond to others, patients and co-workers, in a caring, calm and supportive manner.
12. Detail oriented, able to multi-task and remain flexible with assignments.
13. Must have strong organizational and interpersonal skills.
14. Must demonstrate an exemplary work ethic.
15. Maintains professional integrity throughout performance of all job duties, demonstrates exemplary work ethic.
16. Must be able to uphold attendance standards.
17. Must be able to meet performance standards (*performance standards pending Board approval*).
18. Adheres to the practice of confidentiality regarding patients, families, staff, the organization, etc.
19. Able to serve as a positive representative of SCH at all times.
20. Able to act in a kind, decent and respectful manner at all times.
21. Ability to work flexible hours, including evenings and/or weekends as needed, requested or assigned.
22. Ability to keep private your personal problems while demonstrating positive behaviors.
23. Must be able to recognize, support and adhere to all SCH policies and procedures.
24. Must possess, or within 30 days be able to possess, a valid Oregon Driver's License or ID card, dependable transportation and proof of automobile insurance coverage.
25. Must satisfactorily complete Initial Competency Skills checklist with Patient Care Coordinator (PCC) within 30 days of hire.

**SKILLS REQUIRED**

1. Basic nursing skills
2. Operation of computer
3. Strong organizational, interpersonal and teambuilding skills.
4. Excellent communication skills, written, verbal and listening.

**PHYSICAL REQUIREMENTS**

1. Must be able to lift a maximum of 50 lbs., required use of a 2-person assist with any awkwardly shaped or heavier weights.
2. Must be able to safely negotiate in a variety of environments, e.g. steep stairs, uneven surfaces, cramped physical quarters, etc.
3. Day and night must be able to do extensive driving in a variety of road and weather conditions.

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**WORK ENVIRONMENT/HOURS**

1. Typical office setting
2. Diverse surroundings in patient homes with unpredictable environments such as uneven surfaces and potential hazards such as animals, tobacco smoke and exposure to communicable diseases, etc.
3. Hospitals, nursing homes, assisted living facilities, adult foster homes, etc.
4. This is a full-time 32 hour position.

**PURPOSE**

Cooperates and collaborates with the total SCH Interdisciplinary Team to provide patient-centered care for assigned Hospice patients. Assumes primary case management responsibilities for individual patient/family, including:

- a. Care plan development, implementation, and revision.
- b. Care plan updates every two weeks with the SCH Interdisciplinary Group and Care Team, or as needed or deemed appropriate.
- c. Comprehensive Physical Assessment.
- d. Pain assessment and management.
- e. Symptom control management as it relates to terminal illness.
- f. Coordination with all SCH services to the patient/family, as appropriate.
- g. Collaborates with patient/family care team to support the physical, emotional, practical and spiritual needs of the patient/family.

**SUPERVISION RECEIVED**

The RN Primary Nurse reports to and is supervised directly by the SCH Patient Care Coordinator (PCC) and works under the direction of SCH Medical Director and patient’s attending physician. In the absence of the PCC, reports directly to Acting PCC or SCH Executive Director.

**SUPERVISION EXERCISED**

The RN Primary Nurse will be responsible to oversee LPNs as they carry out delegated patient care duties and to supervise CNA/HHAs as they carry out the patient HHA Plan of Care.

**DUTIES AND RESPONSIBILITIES**

1. Must report for work at scheduled time, ready to perform work functions and remain on task while completing entire scheduled shift.
2. Represents South Coast Hospice and Palliative Care Service in a professional and responsible manner.
3. Practices nursing in a manner that is a model for professional and agency ethics, values and integrity and complies with the letter and spirit of legal aspects.

**Duties & Responsibilities (continued)**

4. Adheres to the practice of confidentiality regarding patients, families, staff and South Coast Hospice and

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Palliative Care Services, etc.

5. Functions as an integral part of the SCH Interdisciplinary Team to enhance the mission, policies and philosophy of SCH/PCS.
6. Complies with all applicable laws and regulations with respect to collaborative agreements.
7. Is sensitive and compassionate with a patient-centered attitude toward accepting death as a part of life; enhancing the quality of patient's end-of-life experience, for those assigned to his/her care.
8. Shares responsibility for the coordination of the Nursing Care Team assigned to SCH patient /families; cooperatively with PCC provides direction to nursing team in-home patient care scheduling.
9. Completes a Comprehensive Assessment Update for each assigned patient every fourteen days.
10. Provides legible, clear, complete and appropriately authenticated documentation dated in accordance with Hospice policies, currently accepted standards of practice, and to meet new Conditions of Participation (CoPs) and identified department Performance Improvement Plan (PIPs).
11. Ensures the clinical record, with all the information contained therein, is safeguarded from loss or unauthorized use.
12. Functions with proficiency using Consolo software.
13. Provide in-home visit to approximately three-four patients/families per day or as deemed appropriate by PCC.
14. Establishes a therapeutic nursing relationship with the patient/family/caregivers.
15. Shares in providing 24-hour, seven-day-a-week coverage to patients/families, to include weekend relief as assigned.
16. Communicates regularly with the Patient Care Coordinator and other staff members to review problems about unique patient issues, share professional support, and exchange feedback aimed toward enhancing patient-centered care.
17. Confers with social worker regarding patient/family referral to other community agencies/resources as appropriate.
18. Communicates with attending physician and Medical Director at least once every thirty days regarding patient information and changes in patient status, documenting contact in patient chart.
19. Maintains current Basic Life Support Certification.
20. Participates in Interdisciplinary Group, SCH Care Team, required staff meetings, etc.
21. Participates in the SCH Orientation, volunteer training and in-service training programs for professional staff; maintains a record of all educational programs attended.
22. Serves on agency committees upon request, such as Quality Improvement, Safety, etc.
23. Assists with community education regarding the SCH Program as requested.
24. Responsible for teaching patients, families, and caregivers.
25. Responsible to take night or weekend call as assigned.
26. Assist in other work responsibilities appropriate to position as requested or assigned by the PCC or Executive Director.
27. Individually responsible to conduct him/her 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
28. Demonstrates continued professional growth and development through participation in educational programs and review of current health care literature, along with staff training.
29. Honor, respect, protect and promote patients' rights and individualized care. Supports patient/family individual needs, implementing the nursing care plan to meet those needs in collaboration with patient/family care plan.

**Duties & Responsibilities (continued)**

30. Perform periodic audits of own charts to ensure understanding of charting standards, ensuring that charting

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processes will be in compliance with those standards.

- 31. Responsible to provide continuity of care to patient/family by providing personal status report in regards to anticipated absence. When/if employee decides to terminate employment with SCH/PCS a personal letter of resignation is required 45 days prior to date of resignation (understanding negotiations may be possible).
- 32. To adhere to all SCH Personnel Policies including, but not limited to:
  - Please initial* \_\_\_\_\_ SCH Standards of Conduct as described in the agency’s Compliance Plan.
  - Please initial* \_\_\_\_\_ SCH Privacy Practices in accordance with HIPAA regulations.
  - Please initial* \_\_\_\_\_ SCH Sexual Abuse and Molestation Policy.
  - Please initial* \_\_\_\_\_ Demonstrates a kind, decent and respectful behavior.
  - Please initial* \_\_\_\_\_ Honor, respect, protect and promote patients’ rights and individualized care.

**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.**

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director’s Signature

\_\_\_\_\_  
Date

*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.*