

**JOB DESCRIPTION – Admissions RN**

**PURPOSE**

The South Coast Hospice and Palliative Care Services (SCH) Admissions RN performs all nursing functions and coordinates logistical activities to admit a patient to the hospice program, including but not limited to: referral source and intake staff collaboration; Hospice Medical Director and external physician interactions; evaluation for eligibility; patient, family and caregiver education; clinical assessment and care planning; Care Team engagement.

**SUPERVISOR**

The Admissions RN reports to and is supervised by the Nursing Manager or Patient Care Coordinator, as applicable, and works in conjunction with the Medical Director and/or patient’s Attending Physician. In the absence of the Nursing Manager or Patient Care Coordinator, Admissions RN receives guidance and direction from the Executive Director.

**BASIC REQUIREMENTS**

1. Respond to patients, families, caregivers, and community partners, and interact with Supervisor and co-workers in a calm, caring, supportive and respectful manner at all times.
2. Communicate clearly and concisely through verbal, listening and written means.
3. Demonstrate excellent clinical assessment and critical thinking skills.
4. Receive direction and follow through with minimal supervision.
5. Organize work activities, multi-task, and remain flexible with assignments.
6. Possess strong interpersonal, educational and collaborative skills.
7. Perform duties with the utmost attention to the safety of all parties

**DUTIES AND RESPONSIBILITIES**

1. Treat patients and their loved ones in a compassionate, dignified and kind manner at all times.
2. See death as a natural part of life and accept the hospice philosophies of: quality rather than quantity of life; comfort when there is no cure; the right of self-determination
3. Exhibit safety consciousness at all times and report unsafe conditions to the Nursing Manager and the person within the organization responsible for safety issues.
4. Promote and coordinate multidisciplinary care provided in an interdisciplinary fashion, engaging with other professional care team members as needed to provide full and effective service in the physical, emotional, social and spiritual dimensions of care.
5. Collect and review documentation for all new referrals, evaluate for hospice eligibility including terminal and comorbid conditions, and communicate with patient/family, Hospice Medical Director and Attending Physician, and referral sources.
6. Schedule and undertake admissions, including education on end-of-life issues and practices, Comprehensive Clinical Assessment and Initial Plan of Care, review and orders for medications, medical equipment and supplies.
7. Respect, promote and protect patients’ rights to individualized care and collaboration in the Care Planning process.
8. Connect with other members of the Care Team and external medical community partners to ensure continuity of care.

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- 9. Communicate regularly with the Nursing Manager and other care team members to review unique patient issues, share professional support, and exchange feedback aimed toward enhancing patient-centered care.
- 10. Understand, support, and comply with all Federal and State regulations including HIPAA, CMS Conditions of Participation (CoPs), SCH Policies and Procedures, and accepted standards of nursing practice. Always record legible, clear, complete and dated documentation.
- 11. Learn the EMR and other technology required to fulfill the duties of the position.
- 12. Ensure that the clinical records, with all the information contained therein, are safeguarded from loss or unauthorized use.
- 13. Complete SCH On-boarding and Orientation with delegated staff within the first 2 weeks, the Initial Competency Skills checklist with Nursing Manager within 60 days, and receive the support of a preceptor as needed.
- 14. Demonstrate continued professional growth and development through participation in staff training, internal and external educational programs and review of current health care literature.
- 15. Share in providing 24-hour, seven-day-a-week coverage to patients/families, including after-hours and weekend support as needed, and assigned.
- 16. Serve on agency committees upon request, such as Quality Improvement, Safety, etc. and attend required meetings such as IDG, Nursing, training, All Staff, etc.
- 17. Report for duty at scheduled time, ready to perform work functions, and remain on task until assignments are completed. Adhere to agency requirements regarding absenteeism and tardiness.
- 18. If employee decides to terminate employment with SCH, a personal letter of resignation is required, and the agency makes the request that as much advance notice time as possible can be given to ensure a smooth transition for other staff members and continuity of care for the patients and loved ones.

**QUALIFICATIONS**

- 1. Must possess and maintain a current license to practice as an RN/LPN in the State of Oregon.
- 2. 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.
- 3. Must have and provide proof of professional liability insurance coverage.
- 4. Must have current CPR and Basic Life Support? certification.
- 5. Must have ability to work in diverse and unpredictable surroundings in personal residences, nursing homes, assisted living facilities, adult foster homes, etc.
- 6. Must be able to safely negotiate in a variety of environments, e.g. steep stairs, uneven surfaces, cramped physical quarters, etc.
- 7. Must be able to meet the physical demands of the position including lifting a maximum of 50 lbs., repositioning and transferring of patients, 2-person assist, providing personal care, etc.
- 8. Must be willing and able to drive in a variety of road and weather conditions, day or night.

**This Job Description describes the general nature and level of duties and responsibilities required of this position. Other nursing duties may be assigned as necessary. The order in which duties and responsibilities are listed is not significant.**

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

**SOUTH COAST HOSPICE & PALLIATIVE CARE SERVICES**

**1200.02**

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\_\_\_\_\_  
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.*

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