



**Job Description**  
**Life Touch Hospice**

**Job title: JRWHH RN CHARGE NURSE**

**Reports to: JRWHH COORDINATOR**

<b>Level/Grade: 35A</b>	<b>Type of position: Full Time Hourly</b>	<b>EEO Classification: Professional</b>	<b>Non-Routine Driver</b>
<b>Location: 2 Hospice</b>			

**Position Summary:**  
Case management of hospice house patients. Serve as liaison between physicians and other service providers. Insure continuity of care and treatment plan implementation. Perform routine RN duties, monitor infection control, make meaningful observations, write brief, accurate reports, and participate in continuing education. Promote a quality hospice program. Promote a team approach to hospice care

**Qualifications:**  
Possess and maintain current Arkansas RN license and have minimum of three years nursing experience. Possess ability to make meaningful observations, write brief, accurate reports, ability to recognize the needs of people and maintain a good relationship with them, have experience in the areas of grief and loss with the ability to recognize and relate to the problems of grieving families. Possess ability to effectively present information in one-on-one and small group situations to patients/families/caregivers, and other employees of LTHH. Possess ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Have dependable transportation with current liability coverage and valid driver's license. Good standing with State of Arkansas background check and Federal Bureau of Investigation Check if employed outside the state of Arkansas within the previous 5 years.

**Evaluation Key:** Met (**M**) Needs Improvement (**NI**) Not Met (**NM**) Work in progress (**WIP**)  
**Instructions:** Complete electronically or in ink. Do not erase or use white out and initial any corrections. Give a key for all requirements. Include documentation for NI or NM keys in the comments field. Document any goals that are set during the evaluation. Give employees the opportunity to make comments or to respond in writing. Complete the recommendations section. Signatures are required from the supervisor and the employee.

**Essential job functions:**

**Perform Case Management:**

<b>Requirement</b>	<b>Key</b>	<b>Comment</b>
Applies nursing principles and techniques in the treatment of patients.		
Prepare proper and necessary reports and forms.		
Obtain all required signatures.		
Teach, encourage, and counsel patients and families to better meet patient/family needs.		
Monitor benefit election periods.		
Follow all LTH policies and procedures regarding patient care, conduct, safety, fire, security and risk management.		
Maintain current documentation in compliance with all Medicare, Medicaid, and Health and Human Services Department policies and regulations.		
Referring assessed needs to social worker, counseling services coordinator, volunteer coordinator, and/or chaplain as appropriate. .		

Work closely with and maintain communications with Interdisciplinary Team (IDT) members, Medical Director and other physicians as necessary.		
Offer appropriate solutions to problems in accordance with established policies and procedures.		
Document all patient contacts, turning in accurate cost reports and time records daily.		
Provides for a safe environment for patients, guests, visitors and employees.		
Coordinate all patients' services with Hospice billing/accounts payable department.		

**Attend to all patient/ family admission needs by:**

Coordinating, assessing, documenting and updating the changing medical needs of patients.		
Coordinating, assessing and assisting with patient/family emotional needs.		
Coordinating, assessing and assisting with patient/family financial concerns.		
Coordinating, assessing and assisting with patient/family spiritual and death concerns.		

**Liaison Duties:**

Assist with conducting admission conference with the attending physician and the assigned Hospice patient.		
Assist with conducting admission/discharge conference with the nursing Director of all skilled nursing facility (SNF) patients.		
Consistently represents LTH to all internal and external relationships with integrity and professionalism.		
Assist with the preparation of education newsletter.		
Perform medical audit of assigned LTH patients' records to ensure palliative treatment only and proper billing.		
Attend in-services as appropriate		

**Insure Continuity of Care and Treatment Plan Implementation:**

Re-evaluate each patient's needs regularly and revise plan of care as needed with IDT approval.		
Maintain current documentation in clinical records and check them for accuracy, completeness and compliance with Hospice, Medicare, Medicaid and DHHS policies and regulations.		
Keep accurate records of all vital signs, medication/treatment frequency, and		

monitoring of results.		
Checks temperature of medication refrigerator and logs results daily.		
Keep all team members and attending physicians informed of changes in patient's conditions and/ or needs.		
Review notes from HHAs/CNAs and service providers regarding the care being given to the patient.		
Update aide care plan as needs change.		
Supervise aides with daily observations and by completing the supervisory visit forms every 14 days.		
Respond to patient calls immediately to identify patient need.		
Comply with all LTH, DEA, DHHS, Medicare/Medicaid policies and regulations regarding prescribed and/or wasted medications within 72 hours of patient's death.		
Assist physicians in performing specialized care/ procedures.		
Obtain patient's funeral home information for all staff before anticipated need		
Answer and handle all after hour phone calls and relaying information to home on-call nurse as necessary and appropriate.		
Serve continually as patient/family advocate by keeping patient/family as a priority and working with patient/family to educate, assist and encourage with all problems.		
Teach and assist families' about/ with medications that are ordinarily self-administered.		
Assist staff with continuous care.		

**Monitor Infection Control:**

Provide specialized nursing skills where required.		
Prepare equipment and materials for treatment utilizing aseptic technique as required.		
Initiate appropriate preventative nursing procedures.		
Follows guidelines for universal precautions when providing patient care.		

**Participate in Continuing Education:**

Attend, participate and/or assist with the continuing education programs for nurses and HHA personnel as requested and/or required by immediate supervisor.		
Assist with the testing and teaching of aides.		
Evaluate aide competencies as required.		
Expected to accept personal responsibility for other educational activities to enhance job-related skills and abilities, and to attend mandatory educational programs.		
Obtain CHPN certification (certified hospice		

palliative care nurse) within 24 months of employment		
<b>Promote Quality Hospice Program:</b>		
Assist in the design and implementation of continuous quality improvement programs.		
Keep patient/ family as a priority and respond promptly to all patient/ family or physician requests.		
Assist LTH House Coordinator with Durable Medical Equipment (DME) and supply inventory and keeping Inventory Coordinator informed of supply needs.		
Comply with Hospice/ SHARE policies and nursing standards for Hospice licensure, Medicare and Medicaid certification.		
Demonstrate current knowledge of Hospice nursing policies and procedures, appropriate theories and practices of nursing, and assisting with the development of said theories and practices.		
Display flexibility and willingness to accept change.		
Demonstrate ability to manage time effectively.		
Work cooperatively and follow directions from supervisors.		
Demonstrate team effort within organization structure.		
Attend and/or participate in Hospice events.		
Distribute necessary forms to team members on the first working day following admission.		
Answer telephone within three (3) rings, giving appropriate identification and direct calls to appropriate person.		
Provide for a safe environment for patients, guests, visitors and employees.		
Maintain a current CPR certification that is obtained within six months of hire.		
<b>Promote Team Approach to Hospice Care:</b>		
Attend IDT, team conferences, in-services, department & staff meetings, and other related activities.		
Attend and participate in daily report at beginning and ending of shift.		
Encourage teamwork and demonstrate a positive attitude by showing respect, listening and evaluating other team members' ideas.		
Follow SHARE guidelines and /or policies regarding coworkers, patient/ family and agency related issues.		
Respond promptly to all phone calls.		
Provide continued communication to Volunteer Coordinator regarding volunteer services.		
Complete LifeTouch Hospice Volunteer Training.		
Performs other duties as assigned.		

**Insure Accuracy and Timeliness:**

Turn in accurate Time/ Travel reports in a timely manner.		
Evaluate and prepare written reports as assigned.		

**Adhere to policies and procedures:**

Maintain knowledge of and comply with all Share Foundation and hospice policies		
Adhere to punctuality, attendance and absenteeism policies		
Report all accidents or incidents to House Coordinator at the end of the shift, insuring completion of required paperwork.		
Keep informed of and comply with the non-discrimination policy:		
Maintain strict confidentiality of patient/family/caregiver information		

**Evaluation goals:**

1:
2:
3:
4:

**Recommendation:**

**Employee Comment:**

**SHARE Foundation does not discriminate on the basis of race, color, national origin, handicap or age in admission or access to or treatment or employment in its programs or activities. Linda D. Stringfellow, President/ COO of SHARE Foundation, has been designated to coordinate efforts to comply with the Americans with Disabilities Act of 1991, which prohibits discrimination on the basis of handicap.**

**Physical Requirements**

**Heavy Work:** Sitting/standing, exerting up to 100 lbs. occasionally, and/or 50 lbs. frequently, 20 lbs. constantly.

**The minimum requirements of this position require this individual to:**

- Perform repetitive tasks and/or motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good eye/hand/foot coordination
- Have clarity of vision with or without corrective lenses at all times

**Other non-physical requirements:**

- Furnish own transportation

**\*This job description is a summary of the typical functions of the job, not an exhaustive or comprehensive list of all the possible job responsibilities, tasks, and duties. The responsibilities, tasks and duties of the jobholder of this position may differ from those outlined in this job description and other duties, as assigned, may be part of this job. This job description should not be construed to imply that these requirements and functions are the exclusive standards of this position.**

**SHARE FOUNDATION MISSION STATEMENT**

**The mission of SHARE Foundation is to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas.**

**Employee Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

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