



JOB DESCRIPTION

JOB TITLE POSITION: Registered Nurse – Adult Home Care & Hospice

REPORTS TO: Home Care Director

PICK ONE: Exempt: _____ **Non-Exempt:** X _____

JOB SUMMARY: Responsible for providing direct nursing care to a diversified cross section of clients. The care provided reflects a specialized knowledge, expertise, and appropriate intervention in accordance with prescribed standards of nursing.

POSITION QUALIFICATION:

- I. **Education:**
 - a. A graduate of an approved school of professional nursing as determined by the Vermont Board of Nursing.
 - b. Licensed in the state as a registered nurse.
- II. **Experience:** At least one year's experience in a health care setting; preferably home health.
- III. **License Requirements:** Must hold a valid Vermont Driver's license and possess a current Vermont licensure as a registered nurse.
- IV. **Continuing Educational Requirements:** Agency employees are expected to participate in appropriate continuing educational as may be requested and/or required by their immediate supervisor. In addition, employees are expected to accept personal responsibility for other educational activities to enhance job related skills and abilities. All personnel must attend or make-up annual mandatory educational offerings before year-end.
- V. **Competency:** Individuals must demonstrate their competency, within their orientation and probation period, according to the orientation checklist developed for each position. In addition, ongoing competency assessments will be performed through joint visits, based on the degree and complexity of care being performed and by monitoring information regarding performance.

VI. General:

1. Must demonstrate and maintain any required competency.
2. Able to speak, read and write in English.
3. Be honest, self-directed, possess initiative, display good judgment and a positive attitude toward daily activities.
4. Have the ability to communicate clearly and effectively both orally and in written work.
5. Be able to work cooperatively and in a productive manner with Agency employees, clients, customers and the general public.
6. Maintain satisfactory standing with the Adult Abuse Registry, Child Abuse & Neglect Registry, Vermont Criminal Information Center and OIG.
7. Be free from the illegal use and effects of drugs and alcohol in the workplace.
8. Be able to carry out the functions of the job without risk of harm to the health and safety of self and others.
9. Hold a valid driver's license and have a reliable, registered vehicle with insurance as required by Agency, and appropriate to position.

ENVIRONMENTAL AND WORKING CONDITIONS:

1. Traveling is required. Must drive in various weather condition on roads of varying degree of repair.
2. May be exposed to extremes of heat and cold in all weather conditions
3. May work in community based settings, and clients' homes and outdoors.
4. May work during non-business hours.
5. May experience:
 - a. hostile and emotionally upset clients, family members, visitors and staff; may have contact with clients under a variety of un-predictable circumstances.
 - b. stress due to a demanding profession;
 - c. exposure to infections and contagious diseases; may be exposed or occasionally exposed to client elements. OSHA exposure category
Category I: Position includes tasks that involve exposure to blood, body fluids and tissues
 - d. a variety of environmental exposures such as inclement weather, animals, firearms, tobacco use, dust, and other client based activities and preferences.

PHYSICAL REQUIREMENTS:

1. Must walk, sit, stand, bend, lift and move intermittently during working hours.
2. Must have the ability to push, pull and lift from the floor, up to a total of 50 pounds and be able to move with the weight, as to Agency standards.
3. Climbing-be able to navigate stairs of varying heights and degrees.
4. Balancing-be able to maintain balance.
5. Kneeling, crouching, stooping, twisting, reaching below waist level, reaching overhead and reaching torso level.

6. Manual finger dexterity-will need dexterity to perform duties and use equipment.
7. Visual acuity-will need sufficient eyesight to drive a car, use office equipment and perform duties.
8. Auditory acuity- will need to assist individuals in person and by telephone.

PERFORMANCE REQUIREMENTS:

I. Performance Standards:

1. Performs nursing tasks according to accepted standards of nursing practice.
2. Familiarizes self with patient, diagnosis, procedure, medications, etc. prior to providing care throughout the continuum.
3. Adheres to nursing bag technique policy, standard precautions, and cleanliness of belongings/equipment to assure patient/colleague/self-safety and protection as directed by VNAA and OSHA Policies and Procedures.
4. Conducts age-appropriate physical, psychological, environmental, and social assessment of patients, and documents all observations accordingly.
5. Applies age-specific communication skills in all interactions.
6. Accepts non-judgmentally, patients and family's wishes regarding care.
7. Implements nursing care plan, evaluates progress toward goals and modifies Plan of Care/ visit plan accordingly.
8. Develops clinical plan of care with physician approval, patient and designated helpers/family input, and collaborates with patient, family and caregivers for teaching and goal setting.
9. Plans for follow-up based on priorities/needs of the patient.
10. Starting at admission, adequately prepares patient for discharge, using patient/family focused care planning.
11. Develops/supervises Paraprofessional Plans of Care.
12. Use multidisciplinary approach to patient care.
13. Conducts comprehensive reassessments according to the Plan of Care and regulatory guidelines.
14. Recognizes and reports changes in general physical/mental condition, untoward responses to medication and treatment and overall response to treatment.
15. Meets Agency expectations of visiting depending on geographic location, and/or specialty area, and/or assignment.
16. Conferences with other clinicians as needed and attends weekly case conferences.
17. Understands concepts of restorative and palliative nursing.
18. Understands and carries out pain management techniques.
Completes initial and ongoing documentation in the patient's home whenever possible, but at least by the end of the work day or beginning of the next day.
19. Updates all documentation daily to the courier.
20. Comprehensive case management as demonstrated by: completes re-certifications

(485, OASIS when indicated) prior to due date. Visits made per MD plan of care and MD notified if unable to make visit and reason by given. Visit plan/service frequency appropriate and up-to-date based on patient care needs. Documents of 60-day UR/case conference in communication log.

21. Completes Oasis within C.M.S. stated timelines.
22. Bereavement assessment completed in thorough, timely and respectful manner.
23. Completes peer chart review as required.
24. Notifies physician immediately of any changes in the patient's physical/mental condition, untoward responses to medication and treatment, for further nutritional follow-up, and overall response to care and/or at least every 60 days, and complete documentation.
25. Works on-call and holiday schedules as needed to cover agency policy and staffing needs (includes working Christmas once q 3 years and 1 weekday on call per week for full time and 1 weekday every other week for part-time benefited and weekends as needed to cover schedule)

II. Professional Accountability:

1. Demonstrates a commitment to the mission and core values of the Agency.
2. Complies with all Agency policies and procedures.
3. Demonstrates respectful and effective communication in all interactions.
4. Protects the privacy and confidentiality of clients, co-workers and Agency operations.
5. Complies with Agency policies to protect confidentiality, integrity, availability and security of all protected health information. Reports a breach of security to Agency's Security Official.
6. Conducts him/herself in a safe manner by adhering to all safety practices, rules and standards.
7. Demonstrates a commitment to quality and proactively seeks to make improvements to systems and processes.
8. Reports to work on time, provides advance notice for time off, accurately reports time and attendance and appropriately manages paid time off (if applicable) in accordance with agency policy.
9. Demonstrates a commitment to integrity in work habits and use of Agency resources.
10. Performs duties as assigned that may be outside his/her principle responsibilities.
11. Effectively communicates to transfer information, provide guidance and resolve conflicts.
12. Reports concerns and complaints regarding abuse, neglect and exploitation in accordance with Vermont State Law and Agency.
13. Enhance or improve Agency services by participating in team meetings, projects and committees.
14. Contributes to a positive work environment and responds in a constructive manner to change.
15. Documents the provision of care and services in accordance to Agency policy.

SIGNATURES:

Supervisor

Date

Employee

Date

Revised: 6/26/17, 1/24/19