Gonzales Healthcare Systems - Job Description

Job Title: Registered Nurse/Case Mgr.	Department: Home Health
Employee Reports To: Director of Nurses	Employee Supervises: LVNs
Exempt/Non-exempt Status: Non-Exempt	Employment Status: Full Time
Employee Signature: Date:	Approval: Date:

Position Summary

Answers to the Administrator of the Agency. Supervises the licensed RNs and LVNs. Accepts patient referrals, performs admissions, and other OASIS assessments. Coordinates and/or provides skilled nursing care with the established plan of care. Assesses the patient's status and reports appropriately. Provides follow-up to assure resolution of any problems identified. Adheres to the policies and procedures of the Agency and the orders from the referring physician. Explains Agency philosophy and policies to patient family members and other groups. Plans and participates in continuing education and shares knowledge and experiences with staff members. Participates in community health events sponsored by the Agency. Provides day to day scheduling and supervision of the LVNs and staff RNs. Has the ability to comprehend and follow routine written or verbal instruction and directions.

Position may be asked to attend discharge planning at Gonzales Healthcare Systems dba: Memorial Hospital as a subject matter expert in the field of Home Health. In keeping with the continuation of care this position will assist with identifying patients who would benefit and qualify for home health services. This position understands that every patient has a choice of home health providers.

Position Qualification	
Education & Licensure	**Graduate of an accredited School of Professional Nursing. Registered Nurse currently licensed in the State of Texas. Current valid Texas driver's license and current BLS certification.**
Experience	**One year of clinical experience as a Registered Nurse is recommended, with home health experience desirable.**
Physical Requirements	**Duties of the position require moderate periods of sitting, standing, walking and some travel primarily by ground vehicle, typically not more than three (3) hours at a time. There will be the potential of some bending, stooping, reaching, pulling and pushing while providing care to patients. Lifting up to 50 pounds and occasional heavy lifting in supporting or moving patients who may suddenly become weak or helpless.**
Technology Requirements	
GHS Information Systems	**Stryker/ Home Solutions** **KRONOS** **GHS E-Mail**
Access Control	
Physical Access	**Standard Employee Access** **Home Health Access**

Section Core Behaviors – All Staff	
A	
1	Demonstrates a professional demeanor
2	Is committed to GHS's Mission, Vision, Values
3	Complies with Gonzales Healthcare Systems and departmental Policies
4	Demonstrates commitment to enhancing how GHS is viewed by others
5	Adheres to Attendance & Punctuality Policy
B	

1	Advocate of the diverse needs & cultural values of ALL
2	Provides attentive service to ALL
3	Demonstrates respect, sensitivity & care in ALL
4	Protects confidentiality and privacy of ALL
5	Adheres to current GHS's Customer Service Standards
C	
1	Organizes & prioritizes work duties
2	Works toward the continuing growth/development of staff
3	Sets & tries to surpass personal & work goals
4	Is aware of one's impact on others
5	Is flexible & adapts positively to new, different or changing situations
6	Asks questions, is informed & acts according to GHS's standards
7	Incorporates the PI plan principles into daily activities
8	Adheres to laws and regulations applicable to job function
D	
1	Acts to work cooperatively with & helps other team members
2	Participates in projects & is a good team player
3	Recognizes and acknowledges others for a job well done
4	Considers coworkers views & recommendations
5	Extends team work behaviors to ALL
E.	
1	Effectively communicates with others in an effort to create mutual understanding
2	Works to find resolutions to problems
3	Encourages two way communications
4	Maintains focus on issues rather than personalities

Section	**Department Specific**
A	**Essential Duties & Responsibilities**
1	Using the nursing process and Agency resources, coordinates and/or provides patient care and/or services within the established plan of care.
2	Completes a comprehensive assessment of the patient's physical, psychological, social, and environmental status
3	Uses all available sources of information when assessing patient needs and completely gathers and incorporates all information necessary for proper patient evaluation.
4	Develops and updates a written plan of care as required by Agency policy, based on physician orders and the nursing assessment
5	Provides patient care within prescribed treatment.
6	Supervises the LVNs
7	Documents pertinent aspects of nursing care in a complete, clear, and concise manner.
8	Submits patient care documentation in accordance with Agency guidelines9
9	Utilizes knowledge of disease, illness and injury when providing care.
10	Communicates changes in patient status to team members in a timely manner through concise, appropriate documentation and regular attendance at patient care conferences.
11	Collects assessment data from Agency LVNs and directs interventions to be performed by the LVNs
12	Incorporates the patient's cultural needs into patient care plan.
13	Recognizes the importance of family members as integral parts in the delivery of care.
14	Takes into account the patient's needs and wishes when scheduling visits.
15	Provides patient and family teaching, counseling, and rehabilitation.
16	Provides care appropriate for the neonate, the pediatric, adolescent, and geriatric patient served based on demonstrated knowledge of principals of growth and development over the life span.
17	Assesses and interprets data on all patients' status to identify patients' requirements relative to the age specific needs and provide care needed as stipulated in departmental policy.
18	Complies with nursing practice requirements and Agency policies and procedures and adapts or modifies standard practices for individual care of each patient.
19	Assumes accountability for knowing that appropriate care is being delivered to assigned patients.
20	Completes charting and submits billing information in accordance with Agency policy.
21	Teaches and directs student nurses, interpreting and supporting Agency philosophy, aims and policy
22	Monitors LVN assignment, documentation, and care as indicated.
23	Provides skilled nursing care to patients in their homes. Makes initial evaluation visits and/or comprehensive assessments, admission visits. Initiates the plan of care.
24	Initiates preventative and rehabilitative nursing procedures for patients.
25	Makes patient visits to assist staff in periods of excessive demand.

26	Assigns initial comprehensive assessment visits, post Gonzales Healthcare Systems visits, and discharge visits at proper time points.
II	**Provides effective supervision for Patient Care Operations**
1	Plans and organizes daily operational duties, delegating assignments appropriately.
2	Establishes priorities with the daily assignments
3	Delegates duties and explains expectations.
B	**Infection Control Duties and Responsibilities**
1	Follows OSHA and agency policies regarding sharps disposal and use
2	Follows OSHA and agency policy on disposal of home medical waste
3	Report communicable disease to Administrator in a timely fashion
4	Maintains aseptic conditions for wound care in home setting
C	**Safety Duties and Responsibilities**
1	Follows Safety guidelines and polices for Gonzales Healthcare Systems.
2	Exercises independent judgment in times of need and emergency situations.
3	Maintains disaster information in patient's chart
4	Reports potential hazards to supervisor
5	Coordinates staff with other departments/organizations to ensure safe home environment for clients.