JOB DESCRIPTION

PRIMARY NURSE

New _____ Revised X Exempt ____ Nonexempt X Classification Band _F_

Revised by Date Approved by Date

I. PURPOSE OF THE JOB (What are the end results or objectives of this position? Why does the job exist?)

The Primary Nurse provides:

- Clinical and psychosocial case management for patient and family.
- Skilled pain control and symptom management.
- Preparation, coordination and implementation of the Plan of Care.

General direction is provided by the Director of Patient Services and the Hospicare & Palliative Care Services’ Medical Director. Considerable independent judgment is required. This position reports to the Associate Director and Director of Patient Services.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (What duties are required for the position to exist? Estimate the percentage of time spent in each.)

Clinical: Time: 55%

- Visits patient on admission and thereafter, preferably once a week, but at a minimum at least every two weeks. Work with patient, family, primary physician, Interdisciplinary Team (IDG), hospital, SNF staff and/or Residence staff to establish Plan of Care.
- Provides skilled nursing case management based on systematic assessment, focusing on pain control and symptom management.
- Provides information to patient and family regarding diagnosis, medication, treatment and progress.
- Manages patient’s medication/treatment profile, collaborating with primary physician as well as local and contracted pharmacies.
- Ensure that the Initial Assessment and all Follow-up Assessments are conducted according to policy.
- Manages the stages of assessment, care plan preparation and implementation, team review, care plan revision and discharge in a timely and thorough manner based on needs of patient/family and in accordance with the policies and procedures of Hospicare & Palliative Care Services.
- Teaches, supervises and refers patient/families regarding physical care and problems related to patient’s terminal condition.
- Provides counseling to patient/family to assist in preparation for physical and psychological events throughout the dying process.
- Works closely with other members of the IDG to enhance care and support for patient and family.
III. OTHER DUTIES AND RESPONSIBILITIES (Responsibilities/important duties performed occasionally or in addition to the essential duties of the position.)

- Performs other job-related duties as assigned by Director of Patient Service

IV. SUPERVISORY RESPONSIBILITIES (Provide the number and type of employee supervised, level of authority to hire and fire or to make recommendations.)

- Supervises licensed practical nurses (LPNs) and home health aides (HHAs) through development of the LPN/HHA Plan of Care and follow through.
- Provides periodic supervisory visits to ensure adherence to agency policies and procedures, applicable regulations, Plan of Care and maintenance of adequate records of all patient/family services.

V. KNOWLEDGE AND SKILLS (Indicate which are required, preferred, or desirable. Include licenses and certificates.)

- Understands and is committed to the hospice philosophy of care. (required)
- Functions well as a team member. (required)
- Has a comprehensive knowledge of medication, treatment and therapies for pain and symptom control. (required)
- Relates to and cares for people from all walks of life in a calm, courteous and professional manner. (required)
- Understands and works within pertinent state and federal laws and regulations. (required)
- Visits patients whenever necessary. (required)
- Understands documentation requirements and is able to complete paperwork in a timely manner. (required)
- Maintain a current license in NYS to practice as a Registered Professional Nurse. (required)
- Holds a current driver’s license, maintains insurance, and provides own transportation. (required)
- Has two (2) years full-time or the equivalent part time experience in hospital medical-surgical or oncology nursing. (preferred)
- Has experience in hospice and/or home care. (desirable)
VI. FISCAL RESPONSIBILITY (Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions.)

None.

VII. PUBLIC CONTACT (Within and without of the organization)

- The Primary Nurse is an important representative of a Hospicare & Palliative Care Services and may be asked to make presentations about hospice and palliative care.
- May be required to give an in-service presentation.

VIII. PHYSICAL DEMANDS (Walking, lifting, equipment, operation, etc.)

- Occasional transporting/moving equipment, stocking supplies, etc. is required.
- Repositioning of patient, moderate lifting, etc. is required.
- Able to push or pull 50 pounds and lift 50 pounds with assistance.

IX. WORKING CONDITIONS AND ENVIRONMENT (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)

- Needs private vehicle to travel to patient.
- Occasional after hours of normal work may be necessary to care for patient(s) or cover an on-call shift.

This job description is not intended to be all-inclusive and employees will perform other related job duties as assigned by their immediate supervisor or other management staff as required. Hospicare and Palliative Care Services, reserves the right to revise and change the job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

____________________________________________  __________________
Signature                                                 Date