



Hospice Staffing Position Descriptions Human Resource Manual (HR)

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|--------------------|-------------------------|----------------------|-------------------|
| POSITION: | Registered Nurse | POLICY NO.: | HR10003 |
| TITLE | Field Nurse | DATE INITIAL | 04/22/2017 |
| SUPERVISOR | CEO / CNO | DATE REVISED | |
| LICENSE REQ | LA RN | DATE TO STAFF | |
| CROSSWALKS | | | |
| CMS | | JC | |
| ACHC | | CHAPS | |
| STATE LA | 2 Years RN Exp. | | |

Position Summary:

The RN Field Nurse is responsible for modeling the Amity Group Mission, *“To provide well trained, experienced hospice staff, on an as needed basis, who consistently uphold Amity’s commitment to always provide exceptional patient care according to the Hospice Philosophy, while maintaining the highest standard of ethical business practices. Our promise to all we serve is to Do The Right Thing Every Day, Without Exception.”*

The RN Field Nurse functions as an integral member of the Hospice Interdisciplinary Team, by providing all levels of skilled nursing care to our client hospice agencies, on an as needed basis. The RN Field Nurse uses their experience and special skill set to assess, intervene, support, educate and evaluate the needs of patients and their families. The RN Field Nurse’s primary goal is to ensure the maximum level of comfort and emotional security is obtained with each patient they serve. All services provided are done so in accordance with the rules and regulations of Federal, State and Accrediting Regulatory Agencies.

Qualifications:

1. Registered Nurse with a current Louisiana Registered Nurse license. Minimum two-years of nursing experience required. Preferred, but not required, experience in the fields of: Hospice, Critical Care or Oncology.
2. Current CPR certification.
3. Valid Louisiana driver’s license with auto liability insurance.



Essential Duties & Responsibilities:

1. Adheres to both The Amity Group and our Client Agency's policies, while supporting the goals, and objectives of each.
2. Promotes a positive working relationship between The Amity Group and our Client Agency's.
3. Maintains current licensure, certification and insurance per The Amity Group policy.
4. Attends and participates in staff meetings, educational programs and community events, as requested.
5. Promotes the hospice philosophy by putting the needs of the patient and family above all other objectives.
6. Communicates identified issues and concerns through the appropriate channels.
7. Performs all levels of hospice care to the highest standard.
8. Manages all aspect of patient and family need by coordinating clinical, psychosocial, volunteer and spiritual services.
9. Accurately documents all aspects of patient care to ensure all needs are met and criteria measures are clear and addressed.
10. Completes all documentation within the policy parameters.
11. Prevents unwarranted hospitalizations by meeting patient and family needs in the home.
12. Communicates and collaborates with Client Agency's IDT in the manner specified by each client, to coordinate hospice care for the patient and family to ensure appropriateness, continuity, and quality of care.
13. Develops and updates the Plan of Care within the acceptable time-frame following the hospice philosophy.
14. Initiates and communicates changes to the Plan of Care in a manner specified by each Client Agency.
15. Educates patient and caregiver regarding the hospice philosophy, treatments and any changes to the Plan of Care. Documents all education and response to education.
16. Completes all regulatory documents within the guideline parameters.
17. Accurately and consistently uses required scheduling and activity tracking software.
18. Supervises the care given by Licensed Practical Nurses and Hospices Aides.
19. Performs other duties as assigned.

Amity Group Expectations:

1. Always do the right thing for the patient, Client Agency and The Amity Group; when unsure contact an Amity Group supervisor for guidance before acting.
2. Treat patients, coworkers and Client Agency staff with respect, understanding and kindness.
3. Positively influence coworkers, patients, family and the general public.
4. Adhere to the rules, regulations, laws and guidelines at all times; when unsure contact an Amity Group supervisor for guidance before acting.
5. Conduct all activities with the highest ethical and morale standards.
6. Must be flexible respond to the needs of our Client Agencies, patients and families.



Skills, Abilities, Knowledge Requirements:

Personal Skills

Must maintain the confidentiality of the patient and Client Agencies without exception. Possess strong leadership, organizational and interpersonal skills. Strong leadership skills.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage.

Language Skills

Ability to read and comprehend English. Ability to read, analyze, and interpret policies and procedures, professional journals, technical procedures, or governmental regulations. Ability to read and comprehend reports, business correspondence, and procedure manuals. Ability to effectively present information to colleagues.

Reasoning Ability

Ability to solve practical problems and effectively navigate variables within the parameters of the Amity Group & Client Agency Policies and Procedures, Federal and State Regulations and State Nurse Practice Acts.

Computer Skills

Must have computer skills sufficient to perform duties and educational requirements.

Physical Demands:

The physical demands described here are representative of those that must be met by a colleague to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

| Hands / Arms | Legs / Balance | Senses | Endurance (50+ lbs.) | Environmental (outside & pt. home) |
|---------------------|-----------------------|----------------|-----------------------------|---|
| Touch | Walk | See (near/far) | Lift | Heat 90+ Degrees |
| Feel | Climb | Smell | Move | Cold < 30 Degrees |
| Handle | Lift | Hear | Reposition | Rain / Sleet / Ice / Snow |
| Reach | Stoop | Talk | Carry | Wind |
| Support | Crawl | Anticipate | Hold | Exposure to Pets |
| Hold | Kneel | Interpret | Support | Seasonal Allergan's |
| | | | Driving | Exposure to Infectious Disease |
| | | | In & Out of Car | Loud Noise |



I have been allowed sufficient time to read, comprehend and clarify the above Registered Nurse / Field Nurse Position Description. I understand and agree to all aspects of the requirements. I certify that I meet all the requirements detailed in the description, and that I am willing and able to perform all the duties without restriction.

Amity Team Member Signature

Date

Printed Name

Date of Birth

Amity Supervisor Signature

Date

Printed Name

Title

DO NOT WRITE BELOW THIS LINE

HUMAN RESOURCE: Enter the date qualified for each

| Action | Date Complete | Action | Date Complete |
|---------------------|---------------|-------------------|---------------|
| References | | Background Check | |
| Drug Screen | | Date of Hire | |
| Licensure | | Certification | |
| Skills Verification | | Education | |
| Preceptorship | | Released to Field | |

Certifying Amity Representative Signature

Date