



POSITION DESCRIPTION Hospice RN

POSITION SUMMARY:

The hospice nurse provides professional nursing care to terminally ill patients to maximize the comfort and provide support to the patients and their families.

POSITION DESCRIPTION – Hospice RN

STANDARD

Environment of Care: Demonstrates knowledge and practice of:

1. **Safety** - Specific safety risks
2. **Security** – Processes for minimizing security risks
3. **Haz Mat/Waste** - Procedures for spills/MSDS
4. **Emergency Preparedness** – Role in emergency situations
5. **Fire Safety** – Role/response in fire actual/drill
6. **Med Equipment** – Safe operation of equipment (see specific list) user error education
7. **Utility Systems** – Emergency procedures for utility failures

Infection Control: Demonstrates knowledge and practice of:

8. Policies and procedures
9. Location/use of personal protective equipment
10. CDC Hand Washing Guidelines

Performance Improvement: Demonstrates knowledge of:

11. Approach to Performance Improvement
12. How individual is involved in PI program

Patient Rights: Demonstrates knowledge and practice of:

13. Patient Rights and Responsibilities
14. Confidentiality Policy – HIPAA
15. Ethical Issue Resolution
16. Organizational Ethics Policy
17. Restraint Policy & procedure, alternatives to restraints

Risk Management: Demonstrates knowledge and practice of:

18. Occurrence Reporting
19. Identify and report a sentinel event
20. Sexual Abuse/Allegation Reporting
21. Root Cause Analysis/FEMA

Certifications

23. BLS card Exp date:
24. Other Certification Exp date:

Patient Safety

25. Non-punitive medical/healthcare reporting
26. National patient safety goals
 - Accuracy of patient identification using patient's name and birth date
27. Fall prevention measures
28. Restraint alternatives
29. Suicide risk factors

STANDARD

- 30. Medication safety
 - Look alike, sound alike medications
 - Dangerous abbreviations list
 - Double check system for Heparin and Insulin
 - Safe storage and use of narcotics
 - Check system for infusion pump drug, rate and concentration
- 31. Verbal order/critical test results repeated and verified
- 32. Bed rail safety/risks of entrapment
- 33. Sentinel events alert
 - Preventing needle sticks and sharps injuries
 - Nosocomial infections
 - High alert medications
 - Blood transfusion errors
 - Post operative complications
 - Medication errors related to dangerous abbreviations

Department Core Competencies

- 34. Serve as patient/family/significant other advocate in regard to decisions affecting the plan of care
- 35. Documents patient progress and reports significant changes in an accurate, timely manner.
- 36. Identify and document patient/family/significant others educational needs and implement ongoing education relevant to those needs
- 37. Demonstrates skills of accurate assessment, reassessment, development and implementation of plan of care
- 38. Demonstrates knowledge of specific conditions, disease and treatment therapies for the specific patient population
- 39. Demonstrates appropriate assessment, patient/family teaching of management of pain, beginning at admission with reassessment and follow up throughout concluding with discharge planning needs.
- 40. Demonstrates responsibility/accountability for completion of assignments in a timely manner
- 41. Identifies cultural and religious needs, language barriers, physical and psychological limitations.
- 42. Assess, collaborate and coordinate discharge planning needs and readiness for discharge with other members of the health care team on a timely basis.
- 43. Implements plan of care in a safe, accurate and appropriate manner
- 44. Evaluates patient response to plan of care, prioritize and implement the appropriate changes to care
- 45. Demonstrates awareness and respect for the patient/family members/significant other as an individual and as a family unit
- 46. Ability to assign/delegate patient care appropriately based on staff competency and patient acuity/needs
- 47. Act as a liaison for hospice patients admitted to the hospital
- 48. Ensure the hospice plan of care is adhered to during in patient admissions
- 49. Facilitates and participates in meetings to report on patient progress, share resource material and discuss patient care goals
- 50. Coordinates patient care with available community resources
- 51. Communicates with payers, physicians and other stakeholders in regards to patient care
- 52. Ability to work independently without on site access to health care team
- 53. Coordinates the provision of services by physicians, nurses, social workers and other medical professionals to assure Palliative care is administered to hospice patients
- 54. Determines appropriate nursing action in crisis/emergency situations
- 55. Regularly reevaluates the nursing needs of patients and prepares recertification
- 56. Complies with Medicare conditions of participation
- 57. Schedules home visits as assigned
- 58. Assumes case management responsibilities for patient/family including:
 - Comprehensive physical assessment
 - Pain assessment and management
 - Symptom control management as it relates to terminal illness
 - Coordination of services to patient/family
- 59. Establishes a therapeutic nursing relationship with hospice patient/family/caregivers
- 60. Informs supervisor/patient care coordinator of unusual or potentially problematic patient/family issues

STANDARD

61. Provides for patient/family psychosocial needs including:

- Advance directives
- DNR
- Stages of illness – acute/chronic/terminal
- Bereavement
- Survivorship
- Kubler-Ross stages of grieving
- Identification of support groups for patient/family
- Self care and coping skills
- Quality of life issues

62. Provides effective pain management techniques:

- Assessment of pain level and tolerance
- Care of patient with anesthesia/analgesia
- IV Conscious sedation
- Narcotic analgesia
- PCA
- Continuous narcotic infusion
- Continuous epidural infusion
- IV push narcotics
- Use of duragesic patches
- Adjuvant medications
- Alternative therapies
- Nonpharmacologic strategies
- Oral time released agents

63. Aseptic technique

64. Chest tube care

65. Tracheotomy care

66. Pronouncement of patient

67. Wound care and skin care protocols

68. Ostomy care

Age Specific Competencies**Knowledge**

69. Demonstrate knowledge of growth and development

70. Criteria to identify victims of abuse and neglect

Skills

71. Performs age specific nursing assessments and develops interdisciplinary plan of care

72. Provides age appropriate nursing care

73. Assists in age specific medical data collection for nursing assessments

74. Plans care with frequent breaks for elderly patients

75. Implements appropriate skin care protocols to maintain skin integrity

76. Performs age specific treatments utilizing proper equipment

77. Assesses age specific safety issues

78. Demonstrate age appropriate communication skills

79. Demonstrates ability to provide age specific teaching for patient and family/significant others

Service Standards

80. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.

81. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.

82. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.

83. Gives all customers their full attention and treats them with dignity, respect and understanding.

84. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.

85. Safeguards patient confidentiality in all forms of communication.

86. Works effectively with others toward achieving common goals including morale and teamwork.

87. Interacts compassionately and in a timely manner with all customers.

Equipment – Demonstrate Safe and Effective Use

88. Setup of portable oxygen

89. Electronic thermometer

90. NG tube / suctioning

91. Foley catheters

92. Specialty beds

STANDARD
93. Feeding pump
94. IV pump
95. Infusion pump
96. PCA

POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: Hospice RN

Department: Nursing/Patient Care Services

EDUCATION

- Less than high school
- High school or GED
- Vocational/Technical
- Degree – RN
- 4 year/Bachelor’s Degree
- Post Graduate Degree
- License/Certification – current RN license in state of practice
- Knowledge of state, federal, JCAHO regulations

EXPERIENCE

- One year med/surg experience in an acute care hospital
- One year home health/hospice experience

SKILLS

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written instructions
- Transcription
- BLS
- ACLS
- Computer
- Management/Planning Skills

PRE-PLACEMENT

TESTING

- Minimum score of on Clerical test
- Minimum typing of wpm
- Minimum score of 84 on PCT test
- Minimum score of 84 on WS test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 84 on Nursing medication test

AGE OF PATIENTS SERVED
(For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
- Child/Peds (1 - 12 yrs)
- Adolescence (13 - 18 yrs)
- Adult (19 - 65 yrs)
- Geriatric (66 + yrs)

MENTAL AND EMOTIONAL REQUIREMENTS

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined and/or crowded
- Concentration to detail
- Memory for detail

HAZARDS

- Exposure to toxic/caustic/chemicals/detergents
- Exposure to extreme conditions, hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to x-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to blood and/or body fluids
- Exposure to excessive sunlight, or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment
- OTHER:

PHYSICAL REQUIREMENTS
(See definitions on next page)

- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work

The minimum requirements of this position require the individual to:

- Stand for 4 hour(s) per day
- Sit for 2 hour(s) per day
- Walk for 2 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision
- Have good writing ability

Evaluate the requirements and activity percentage in time for this position based on the following:

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 2 Climbing
- 3 Bending
- 3 Crouching
- 3 Squatting
- 2 Crawling
- 3 Kneeling
- 4 Balancing
- 2 Pulling with force
- 2 Reaching above head
- 3 Reaching above shoulder
- 3 Twisting at waist
- 4 Push/pull (up to 75 lbs.)
- 3 Lift/carry (up to 75 lbs.)
- 2 Lift from floor level up
- 3 Lift from waist level up
- 2 Lift above shoulders/head

POSITION (MINIMUM) REQUIREMENT CHECKLIST

LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

1. Gloves
2. Gown
3. TB mask (if respirator fit tested)
4. Goggles
5. Mask
6. Booties

LIST OTHER MINIMUM REQUIREMENTS:

OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

COMPRESSED GAS USAGE

- Yes
- No

DEFINITIONS:

SEDENTARY WORK:	Prolonged periods of sitting and exert up to 10 lbs. force occasionally.
LIGHT WORK:	Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.
MEDIUM WORK:	Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly.
HEAVY WORK:	Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.
VERY HEAVY WORK:	Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

Employee Signature

Date