



Name:
RN Case Manager
Hourly, non-exempt
1.0 FTE
Reports to: Director of Nursing
Effective Date:

Scope of Position: Serves as Primary Nurse and Case Manager for assigned patients, ensuring that each receives appropriate services by the hospice interdisciplinary team. Serves assigned on-call period for entire agency.

Qualifications:

1. Commitment to serving the needs of the terminally ill.
2. Current unencumbered Oregon licensure as a Registered Nurse.
3. Minimum 3 years professional nursing in hospice, home care, intensive care, or acute care required, or equivalent; hospice experience preferred.
4. Flexibility, independence, and demonstrated superior skills working with patients, families, and professional colleagues.
5. Ability to work as a member of an interdisciplinary team.
6. Intermediate skills in email, word processing, internet, keyboarding, and ability to learn to use medical software to complete accurate and timely charting.
7. Must have a valid driver's license and acceptable driving record and have access to a reliable automobile to travel to and from patient homes.
8. Demonstrated skill in communication; patient documentation requirements, and service coordination with the ability to work successfully with patients and family members in aspects of terminal care.
9. Must have solid skills in using electronic tools such as email, internet, keyboarding and be able to learn medical software to use for accurate and timely charting.
10. Flexibility, independence, and demonstrated superior skills working with patients, families, and professional colleagues in delivering assistance within scope of practice.

Essential Functions (including but not limited to)

- ◆ Assesses, evaluates, and regularly reevaluates needs of the patient and family, organizing resources to meet those needs.
- ◆ As case manager, coordinates the care provided by all hospice disciplines.
- ◆ Provides nursing care as needed; attentive to physical, emotional, and spiritual needs of patient.
- ◆ Counsels' patient and family regarding symptom control, medications, direct nursing care measures, nutrition, etc.
- ◆ Assists patient and family in making choices that best meet their needs by providing alternatives and support.
- ◆ Attends deaths, supports families, assists with final arrangements.
- ◆ Admits new patients, educates families, arranges services and equipment, obtains physician orders, and procures medications.
- ◆ Collaborates professionally with other health care providers, including the patient's physician, pharmacies, and care facilities to ensure optimal care for patient.

- ◆ Communicates often and well with other Lumina staff, functions as an integral member of the patient care team.
- ◆ Develops and revises, as appropriate, patient care plan in collaboration with other IDG members.
- ◆ Provides all services in full compliance with Medicare regulations, including timely, professional documentation. Documents all patient family contacts and interventions and maintains accurate and up-to-date patient records and care plan including observations and reports of patient's eligibility for Medicare Hospice Benefit.
- ◆ Contributes to communication, positive work environment, and team effort.
- ◆ Serves as assigned on agency-wide initiatives and/or committees.
- ◆ Participates in QAPI activities.
- ◆ Understands and adheres to Lumina Hospice & Palliative Care Privacy Policy; Lumina Hospice & Palliative Care Vulnerable Persons Policy; and all policies and procedures contained in the Lumina Hospice & Palliative Care Employee Handbook.

Working conditions and special requirements:

- ◆ Rotates contingency and holiday call responsibilities with other nurses
- ◆ Routine hours within the 8-5, Monday through Friday work week.
- ◆ Provides care in a variety of settings, including homes with unpredictable environments, including uneven surfaces and potential hazards such as animals, smoke, and exposure to communicable diseases etc.
- ◆ Full access to an insured vehicle for work with expectation of significant driving, including at night.
- ◆ Must be able to safely provide care for patients of many sizes and functional abilities. Must be able to lift at least 40 lbs. without assistance and able to roll by pushing or pulling a 200 lbs. or more person who can assist or 150 lbs. person who cannot assist. Able to physically provide care to dependent patients who may be frail, elderly, obese, and or physically impaired; provide up to total assist with patient positioning, transfers and ambulation.
- ◆ Physical, intellectual, and emotional capability to perform all essential functions of position. Accommodations for disabilities will be made whenever possible unless such accommodations would create an undue hardship for Lumina.
- ◆ Maintain an eligible driving record throughout employment.

Supervisory Responsibilities:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Plans/assigns work | <input type="checkbox"/> Effectively recommends hiring/firing |
| <input checked="" type="checkbox"/> Approves work | <input type="checkbox"/> Hires/fires |
| <input type="checkbox"/> Disciplines/rewards | |
| <input type="checkbox"/> Prepares performance evaluations | |

Responsibilities are for assigned Hospice Aides.

Evaluation:

The Director of Nursing provides regular informal feedback, written and oral evaluations at three and six months and an annual evaluation thereafter.

Employee Signature

Date

Supervisor Signature

Date