**SUBJECT:** Home Health Staff RN - Job Description

**POSITION SUMMARY:** Ensures the delivery of quality nursing care to patients in their place of residence.

**ESSENTIAL FUNCTIONS:**
- Initiates, implements, and supervises patient plan of care
- Demonstrates the ability to observe, record, and report needs, concerns and coordinate the needs of home care patients and maintain constructive relationships with them, and with all care providers
- Makes visits to the home of patients of Home Health Services requiring nursing care, making a complete patient assessment during each nursing visit; re-evaluate the nursing needs of patient
- Provides and maintains a reliable mode of transportation for all scheduled shifts, and have the ability to drive safely in all types of inclement weather
- Carries out Physician’s Plan of Treatment and reports changes as necessary
- Consults with client’s physician regarding disease and symptom management needs.
- Instructs and supervises the patient and/or other responsible person in meeting nursing and related patient care needs
- Performs charge nurse duties with demonstrated proficiency: triages patient care, triages and successfully manages incoming patient care related calls, accepts and processes new patient referrals, serves as a liaison and arranges for care coordination with other providers as patient care needs dictate, and schedules Home Care Visits, as patient care needs require in accordance with Department productivity standards
- Provides supervisory visits for Certified Nurses Aides caring for Home Health Services patients per Medicare guidelines
- Cross-trains in Hospice Department clients as requested and regularly works in the Hospice Department as department needs dictate
- Demonstrates willingness to cross train to other nursing departments if requested
- Participates in standby coverage to provide 24-hour RN availability to Home Health clients; will be on standby for after hour duties as required to meet patient care needs, (a minimum of once every four week nights); will work weekend shifts as necessary to meet patient care needs
- Demonstrates accurate and thorough documentation skills and compliance with documentation guidelines
- Maintains productivity standards as defined by Home Health Manager and Clinical Supervisor
- Maintains strict confidentiality regarding knowledge of all patient information (HIPAA), staff and hospital confidential business
- Monitor client and caregiver’s progress toward stated goals. Adjust POC according to client response
- Demonstrates the ability to communicate and receive constructive feedback in a positive manner
- Responsible for establishing and maintaining healthy interpersonal relationships with all staff members
- Provides vacation, holiday and sick relief for RN staff above regularly scheduled shifts as needed
- Demonstrates proficiency in completion of Oasis assessments according to Medicare guidelines
- Reviews agency Oasis assessments for accuracy as requested
- Actively participates in Performance Improvement activities and monitoring of the on-going delivery of care, as outlined in the Bonner General Health Mission Statement
- Age(s) of patient served and age-specific technology
  - ☑ All Age Groups
OTHER RESPONSIBILITIES:

- BGH maintains the right to establish work schedules and to be ensured of employee’s attendance when scheduled. Maintaining regular attendance and punctuality is a required Essential Function of this position.
- Maintains licenses and certifications necessary to perform the job functions, and as required by State and hospital policies.
- Abides by all Federal, State and Hospital laws, regulations and guidelines.
- Abides by the Bonner General Health Compliance Program.
- Participates in in-service programs, peer review and completion of quality audits.

The above statements reflect the general details considered necessary to describe the principle functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position. BGH operates 24 hours per day, 365 days per year. The operational needs of departments and safety of patients may require that employees be available to work all shifts, weekends and holidays and in any department to meet the needs of the patients.

JOB SPECIFICATIONS:

- Skills:
  - Ability to read, write legibly and comprehend the written and spoken word in English.
  - Basic computer literacy and ability to effectively learn new software programs required.
  - Knowledgeable of current policies and procedures of standard patient care.
  - Proficient in documentation skills.
  - Knowledgeable of current, frequently used medications, including modes of administration, actions, and side effects.
  - Demonstrated competency with a variety of nursing skills including but not limited to: wound care, negative pressure wound therapy, ostomy care, diabetic care, catheter care, management of enteral feeding tubes, I.V. Therapy skills with central line catheters, including: PICC, Porta-cath, Hickman, Triple-Lumen, and Groshong, preferable.
  - Documented competency in home care nursing skills.
  - Demonstrates ability to drive in inclement weather.
- Education: Graduate from an approved School of Nursing (ADN, BSN).
- Experience: One year clinical experience.
- Licenses Needed:
  - Current Registered Nurse license through the Idaho Board of Nursing.
  - Current CPR certification.
  - Valid driver's license.
- Requirements of Employment:
  - Personal vehicle for on-the-job transportation in all road and weather conditions, climate.
  - Provide proof of liability insurance on personal vehicle.
  - Must be able to successfully pass a driver’s license record background check.
  - Employment is contingent upon successfully passing a fingerprint-based criminal history background check through the Idaho Department of Health and Welfare.
- Supervisory: Participates in CNA supervisory visits.
- Supervised by: Home Health / Hospice Manager, Home Health Clinical Supervisor.
PHYSICAL DEMANDS:

- Job allows employee to vary physical position or activity for comfort
- In a normal work day, may be required to stand and/or walk for 8 hours or longer
- In an average work day, the lifting requirements are:

  *Note: Employees are responsible for safely moving, lifting and handling all supplies and patient care needs. Safe lifting practice is expected in all areas of job performance and employees are responsible to request help whenever needed, regardless of the weight, using available assistance, i.e. lifting devices or additional staff.*

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<th>Weight Range</th>
<th>Not Required</th>
<th>Rarely (Explain)</th>
<th>Occasionally (1% to 33%)</th>
<th>Frequently (34% to 66%)</th>
<th>Continuously (67% to 100%)</th>
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In an average work day, the employee may be required to perform:

- Climbing
- Bending / Stooping
- Kneeling
- Crouching
- Twisting
- Reaching Shoulder Height & Below
- Reaching Above Shoulder Height
- Grasping / Handling
- Fine Manipulation / Fingering
- Pushing / Pulling (0-50 lbs.)
- Operating Foot Controls (Min. lbs.)
- Other

**Explain:**

- All sensory skills (speech, vision, smell, touch and hearing) required, corrected to near normal range. Absence of color blindness required.
- Mental and physical health necessary to meet demands of the Home Health population:
  - Mental ability to cope with and function effectively during stressful / emergency situations
  - Remains calm, polite, and positive with others when under pressure
  - Avoids excessive use of unscheduled absences as defined by hospital policy
- Environment:
  - Time spent indoors - 94%-100%; Outdoors - up to 6%
  - Temperature and humidity - normal indoors; outdoors extremely variable
  - Atmosphere conditions – odors, dusts, mists, fumes and gases, poor ventilation
- Hazards:
  - Mechanical related to equipment common to a home care environment
  - Medicinal preparations
  - Biological
  - Exposure to second hand smoke, animals
  - Hazards are listed in MSDS which are available online or by telephone/fax
  - Protective clothing and devices required and provided by employer

**BENEFITS:** Please refer to the Collective Bargaining Unit Agreement
I understand that this job description is intended to convey information essential to my understanding the scope of the position; this is not intended to be an exhaustive list of all responsibilities, skills, efforts, duties or working conditions associated with the position. I acknowledge that I have read the complete job description and that I can perform all functions, skills and requirements that are stated herein.

Print Name: ____________________________________________________________

Signature: ___________________________________ Date: _____________________