ADMISSIONS REGISTERED NURSE (RN)-HOSPICE

Reports To: Hospice Clinical Manager

FLSA Status: Non-Exempt

Job Overview: The Admissions RN, organizes and initiates hospice care during the admission process and is experienced in nursing, with emphasis on community health education/experience.

Responsibilities:
- Completes an initial, comprehensive assessment of patient and family to determine hospice needs, all documentation is signed and locked within 24 hr. after the admission. An email with a narrative summary is sent to IDG. If you are unable to access the EMR, include the medication list in the email to IDG.
- Provides a complete physical assessment and history of current and previous illness(es)
- Provides professional nursing care by utilizing all elements of nursing process
- Assesses and evaluates patient’s status by initiating the plan of care
- Uses health assessment data to determine nursing diagnosis
- Includes the patient and the family in the plan of care
- Counsels the patient and family in meeting nursing and related needs
- Provides health care instructions to the patient as appropriate per assessment, including of imminent death when appropriate
- Completes, maintains and submits accurate and relevant clinical notes regarding patient’s condition and care given
- Records pain/symptom management changes/outcomes as appropriate
- Communicates with the physician regarding the patient’s needs and reports changes in the patient’s condition; obtains/receives physicians’ orders as required
- Communicates with community health related persons to coordinate the care plan
- Teaches the patient and family/caregiver self-care techniques as appropriate
- Provides medication, diet and other instructions as ordered by the physician and recognizes and utilizes opportunities for health counseling with patients and families/caregivers
- Provides and maintains a safe environment for the patient
- Participates in other scheduled visits as instructed to provide other coverage needs for the RN team that may be needed
- Ensures that arrangements for equipment and other necessary items and services are available
- Assumes responsibility for personal growth and development and maintains and upgrades professional knowledge and practice skills through attendance and participation in continuing education and in-service classes
- Fulfills the obligation of requested and/or accepted case assignments as instructed, this includes any GIP admissions.
- Actively participates in quality assessment performance improvement teams and activities
- Other duties as assigned- to meet the needs of the organization.

Qualifications:
- Current CA RN license
- Graduate of accredited RN nursing program
- Current CPR certification
- One year minimum clinical experience
- Valid California Driver’s License and an automobile that is insured in accordance with state requirements
- Computer proficiency in Microsoft Office and willingness to learn new software as needed
- Team player with excellent organizational, communication, and problem-solving skills
- Ability to organize and prioritize workload independently
- Understands hospice philosophy & comfortable providing specialized care to the terminally ill

Physical Abilities/Requirements:
- Ability to safely lift/transfer 50 lbs with or without assisted devices (patients, supplies, etc)
• Ability to push, pivot, pull, and reposition 50 lbs with or without assisted devices
• Ability to bend, squat, stoop, crouch, kneel, reach, climb, and rotate
• Manual dexterity (grip/grasp/pinch)
• Ability to stand for prolonged periods of time
• Ability to walk for prolonged periods of time
• Ability to drive for prolonged periods of time
• Visual and hearing acuity with or without assisted devices
• Withstand different work environments
  o Internal- office noise and interruptions, open work spaces
  o External- a number of elements including but not limited to: various community & living environments, weather, & travel/traffic conditions
• Updated 6/2020