

**CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION**

Position Title	Registered Nurse	Grade	
Department	Hospice	Exempt	

Immediate Supervisor	Home Health Hospice Manager	Non-exempt	X
Supervisor next in line	CNO	Workweek	Up to 40

POSITION SUMMARY

Responsible for providing integrated, holistic, professional hospice nursing services to patient in coordination with other health care team members. Provides for safe, efficient and caring nursing services that focus on priority health needs of the individual. Provides nursing care that utilizes education and active participation with the patient and family to enable optimum comfort at the end of life. Practices professional nursing that meets and exceeds standards outlined by Montana's state and the national Nurse Practice Acts.

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

Associate's Degree in Nursing is minimum educational requirement.
 Be registered, or currently be seeking registry as a nurse in Montana.
 Minimum two years clinical nursing experience, preferred.
 Have practical knowledge of, and the ability to apply nursing theory as it relates to the delivery of care to patient and family.
 Sufficient prior clinical experience and expertise to satisfy the demands of the recruiting nursing area.
 Cardiopulmonary Resuscitation (CPR) trained to a Health Care Provider level.
 Must have a valid driver's license and a reliable vehicle.
 Have current auto liability insurance.

ESSENTIAL FUNCTIONS/DUTIES:

(Must be able to perform with or without accommodation)

- 1 Maintains established departmental policies and procedures, objectives, quality assurance program, safety, environmental and infection control standards.
- 2 Maintains sufficient knowledge of area of nursing to complete orientation, instruction and training of assigned personnel.
- 3 Cooperates with other personnel to achieve department objectives and maintains good employee relations, interdepartmental objectives, and infection control policies.
- 4 Maintains and applies current knowledge of Medicare and Medicaid hospice regulations to ensure both admission qualification and ongoing services provided are appropriate.
- 5 Performs an assessment of the patient and his/her home environment. Conducts on-going assessment of the care plan through regular home visits and team meetings.

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6	Collaborates on terminally ill patients care with physicians, social workers, chaplains, volunteers, nursing assistants and other stakeholders
7	Manages a caseload of patients with current, accurate and thorough documentation in the patient's medical record to ensure reimbursement and medical records requirements.
8	As case manager, will participate in interdisciplinary team meetings, and other meetings as needed, to ensure optimal patient care.
9	Notifies attending physicians, Hospice Medical Director, hospice staff members, and family members of patient's death when they occur.
10	Makes referrals to appropriate community resources and professional disciplines as ordered.
11	Helps patient/family obtain equipment, supplies, and services from community resources. Ensures an adequate stock of supplies and proper functioning of CMMC equipment in the home
12	Completes required paperwork thoroughly, accurately, in a timely manner and prior to deadlines.
13	Performs prescribed treatments and administers pain management medications.
14	Advises grieving family members on coping techniques, counseling services, and available community resources.
15	Performs organizational quality improving projects as required in a timely manner.
16	Is adherent with CMMC's policy on strict patient confidentiality guidelines and meticulously adheres to them in dealings with staff, family and community.
17	Enhances professional growth and development through participation in educational programs, current literature, inservice meetings and workshops. Must have a minimum of 12 hours of continuing education specific to nursing per year.
19	Performs other duties as assigned or requested.

Knowledge, Skills, Abilities:

Must have and maintain a functional grasp of nursing theory; the pathophysiology of disease states; pharmacology at a nursing level; and inter-personal skills necessary to care holistically for the patient.

Ability to perform assigned/routine duties independently and accurately with minimal supervision.

Ability to adapt to fluctuations in work hours, on-call hours, work load or patient assignments and perform appropriately in crisis and emergency situations when time is of the essence.

Judgment to seek guidance and directions, when needed, for performance of duties and ability to recognize, establish and respond to priorities.

Communication skills to effectively relate to/with patients, families, caregivers, co-workers, physicians and the general public.

Ability to work under stressful conditions.

Specialty nursing skills may be requested by the department hiring. These may include but are not limited to; ACLS, PALS, NALS, CCRN, CEN, Certification in a Nursing Specialty, or Advanced Practice Nursing certificate.

Must have the willingness and ability to drive on various roads in a variety of weather conditions.

OCCUPATIONAL EXPOSURE for this position:

X	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

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X	Radiation	Rare
	Noise	
X	Other (Specify)	Contact with agitated and/or combative patients/family members.
X		Unsanitary home environments.
X		Exposure to animals.
X		Potential exposure to toxic chemicals and electrical hazards.
X		Variety of weather/ travel conditions.

PHYSICAL DEMANDS:
(Essential functions strength rating for position - see Job Analysis)

	Sedentary	Exert up to 10# occasionally or negligible force frequently
	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
X	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly

I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

Employee's Signature	Supervisor's Signature	Date