Position Description
The primary purpose of your job position is to provide direct nursing care and case management to home health patients, and to supervise the day-to-day nursing activities performed by home health aides. Such supervision must be in accordance with current federal, state, and local standards, guidelines, and regulations that govern our agency, and as may be required by the Executive Director of Home Health or designate to ensure that the highest degree of quality care is maintained at all times.

Delegation of Authority
As Home Health Nurse Case Manager you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

Job Functions
Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Major Duties and Responsibilities

Administrative Functions
- Direct the day-to-day functions of the home health aides in accordance with current rules, regulations, and guidelines that govern the home health agency.
- Ensure that all nursing personnel assigned to you comply with the written policies and procedures established by this agency.
- Periodically review the department's policies, procedure manuals, job descriptions, etc. Make recommendations for revisions.
- Meet with your assigned home health aides, as well as rehab and social work personnel, in planning the services provided to your patients.
- Ensure that the Home Health Policy and Procedures Manual is current and reflects the day-to-day nursing procedures performed in this agency.
- Ensure that all nursing service personnel comply with the procedures set forth in the Home Health Procedures Manual.
- Make written and oral reports/recommendations concerning your assigned patients as required.
- Cooperate with other disciplines when coordinating nursing services to ensure that the patient's total regimen of care is maintained.
- Ensure that all nursing service personnel are in compliance with their respective job descriptions.
- Participate in the development, maintenance, and implementation of the agency's quality assurance program.
- Participate in surveys (inspections) made by authorized government agencies as may be requested.
- Assist in planning the nursing services portion of the patient's discharge plan as necessary.
- Interpret the department's policies and procedures to personnel, patients, families, and government agencies as required.
- Admit, transfer, and discharge patients as required.
- Complete accident/incident reports as necessary.
- Write patient charge slips and forward to the Central Supply.
- Perform administrative duties such as completing reports, evaluations, studies, charting, etc.

**Charting and Documentation**
- Complete required record keeping forms/charts upon the patient's admission, transfer, and/or discharge.
- Develop treatment plans with the patient and physicians, in accordance with established policies.
- Receive telephone orders from physicians and record on the MD order sheet.
- Transcribe physician's orders to patient's chart, medication record as required.
- Chart progress notes in an informative and descriptive manner that reflects the care provided to the patient, as well as the patient's response to the care.
- Fill out and complete accident/incident reports. Submit to the Executive Director as required.
- Chart all reports of accidents/incidents involving patients. Follow established procedures.
- Fill out and complete transfer forms in accordance with established procedures.
- Perform routine charting duties as required and in accordance with established charting and documentation policies and procedures.
- Sign and date all entries made in the patient's medical record.

**Drug Administration Functions**
- Review medication orders for completeness of information, and accuracy in the transcription of the physician's order.
- Verify any discrepancies with the attending physician.
- Instruct patient/family regarding the name, dose, route and frequency of medications prescribed, as well as side effects to report to the physician.
- Evaluate patient's response to medications.

**Personnel Functions**
- Participate in home health aide performance evaluations, determining staffing requirements, and making recommendations to the Executive Director.
- Inform the Executive Director of staffing needs when assigned personnel fail to report to work.
- Review and evaluate your department's work force and make recommendations to the Executive Director.
- Develop work assignments and/or assist in completing and performing such assignments.
- Provide leadership to nursing personnel (including students) assigned to your mentorship.
- Develop and maintain a good working rapport with inter-departmental personnel, as well as other departments within the home health agency to ensure that nursing services and activities can be adequately maintained to meet the needs of the patients.
• Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout agency.

• Report complaints and grievances made by your assigned patients, families and personnel to the Executive Director. Follow agency’s established procedures.

• Ensure that disciplinary action is administered fairly and without regard to race, color, creed, national origin, age, sex, religion, handicap, or marital status.

Nursing Care Functions

• Admit new patients to agency services according to stated policies and procedures.

• Orient new patients/family members to the agency services.

• Make referrals to other disciplines, as needed.

• Consult with the patient's physician in providing the patient's care, treatment, rehabilitation, etc., as necessary.

• Assess, plan, implement and evaluate nursing care using clear objectives and standards.

• Make intermittent home visits to provide skilled nursing care, to ensure that prescribed treatments are being properly administered by home health aides and to evaluate the patient's physical and emotional status.

• Ensure that direct nursing care be provided by persons qualified to perform the procedure.

• Cooperate with and coordinate care with other disciplines.

• Notify the patient's attending physician when the patient is involved in an accident or incident.

• Notify the patient's attending physician and next-of-kin when there is a change in the patient's condition.

• Carry out restorative and rehabilitative programs, to include self-help and care.

• Administer professional services such as; catheterization, tube feedings, suction, applying and changing dressings/bandages, packs, colostomy, and drainage bags, taking blood, giving massages and range of motion exercises, care for the dead/dying, etc., as required.

• Obtain sputum, urine and other specimens for lab tests as ordered.

• Take and record TPRs, blood pressures, etc., as necessary.

• Skilled observation of seriously ill patients as necessary.

• Ensure that personnel providing direct care to patients are providing such care in accordance with the patient's care plan and wishes.

• Admit, transfer and discharge patients as necessary.

• Ensure that discharged patients have arrangements for follow-up care.

• Provides nursing consultation to patients over the phone. Problem solves with patient / caregiver using appropriate resources to reach an agreeable solution and meet patient needs.

Staff Development

• Participate in developing, planning, conducting, and scheduling in-service training classes that provide instructions on "how to do the job", and ensure well-educated nursing personnel.

• Implement and maintain an effective orientation program that orients the new employee to the agency, its policies and procedures, and to his/her job position and duties.

• Assist in standardizing the methods in which work will be accomplished.

• Assist in training department personnel in identifying tasks that involve potential exposure to blood/body fluids.
• Assist the Executive Director in planning clinical supervision for nurse aide trainees.
• Attend and participate in outside training programs.
• Attend and participate in annual mandated OSHA and CDC in-service training programs for hazard communication, TB management, and blood-borne pathogens standard.
• Attend and participate in advance directive in-service training programs for the staff and community.
• Attend and participate in continuing education programs designed to keep you abreast of changes in your profession, as well as to maintain your license on a current status.

Safety and Sanitation
• Monitor your assigned personnel to ensure that they are following established safety regulations in the use of equipment and supplies.
• Ensure that established departmental policies and procedures, including dress codes, are followed by your assigned nursing personnel.
• Assist the Executive Director and/or Infection Control Coordinator in identifying, evaluating, and classifying routine and job-related functions to ensure that tasks in which there is potential exposure to blood/body fluids are properly identified and recorded.
• Ensure that all personnel performing tasks that involve potential exposure to blood/body fluids participate in an in-service training program prior to performing such tasks.
• Ensure that an adequate supply of personal protective equipment are on hand and are readily available to personnel who perform procedures that involve exposure to blood or body fluids.
• Provide safety recommendations for a clean and safe home environment.
• Ensure that your assigned personnel follow established hand washing techniques in the administering of nursing care procedures.
• Ensure that your assigned personnel participate in and conduct all fire safety and disaster preparedness drills in a safe and professional manner.
• Participate in the development, implementation, and maintenance of the infection control program for monitoring communicable and/or infectious diseases among the patients and personnel.
• Ensure that your assigned personnel follow established infection control procedures when isolation precautions become necessary.
• Ensure that nursing personnel follow established procedures in the use and disposal of personal protective equipment.
• Participate in the development, implementation and maintenance of the procedures for reporting hazardous conditions or equipment.
• Ensure that all personnel wear and/or use safety equipment and supplies (e.g., back brace, lifter, etc.) when lifting or moving patients.

Equipment and Supplies
• Recommend to the Executive Director the equipment and supply needs of the department.
• Ensure that an adequate stock level of medical supplies, equipment, etc., is maintained in the department at all times to meet the needs of the patients.
• Participate in the development and implementation of the procedures for the safe operation of all nursing service equipment.
• Ensure that only trained and authorized personnel operate equipment.
• Ensure that all personnel operate home health service equipment in a safe manner.
Monitor nursing procedures to ensure that home health service supplies are used in an efficient manner to avoid waste.

Care Plan and Assessment Functions
- Review care plans routinely to ensure that appropriate care is being rendered.
- Ensure that your nurses' notes reflect that the care plan is being followed when administering nursing care or treatment.
- Review patient care plans for appropriate goals, problems, approaches, and revisions based on nursing needs.
- Ensure that your assigned home health aides are aware of the care plans. Ensure that the aides refer to the care plan prior to administering personal care to the patient.

Patient Rights
- Maintain the confidentiality of all patient care information.
- Monitor nursing care to ensure that all patients are treated fairly, and with kindness, dignity, and respect.
- Ensure that all nursing care is provided in privacy.
- Ensure that all nursing service personnel are knowledgeable of the patient's responsibilities and rights including the right to refuse treatment.
- Review complaints and grievances made by the patient and make a written/oral report to the Executive Director indicating what action(s) were taken to resolve the complaint or grievance. Follow the agency's established procedures.
- Maintain a written record of the patient's complaints and/or grievances that indicates the action taken to resolve the complaint and the current status of the complaint.
- Report and investigate all allegations of patient abuse and/or misappropriation of property.
- Ensure that nursing staff personnel honor the patient's refusal of treatment request. Ensure that such requests are in accordance with the agency's policies governing advance directives.

Miscellaneous
- Provide data to the Quality Assurance & Assessment Committee as requested.

Working Conditions
- Works in office area(s) as well as in patient's homes.
- Sits, stands, bends, lifts and moves intermittently during working hours.
- Drives own car in all weather conditions.
- Is subject to frequent interruptions.
- Is involved with patients, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
- Is subject to hostile and emotionally upset patients, family members, personnel, and visitors.
- Communicates with the medical staff, nursing personnel, and other department supervisors.
- Works beyond normal working hours, and in other positions temporarily, when necessary.
- Attends and participates in continuing educational programs.
- Is subject to falls, burns from equipment, odors, etc., throughout the workday.
• Is subject to exposure to infectious waste, diseases, conditions, etc., including TB and the AIDS and Hepatitis B Viruses.
• Maintains a liaison with the patients, their families, support departments, etc., to adequately plan for the patient's needs.

Education
• Must possess, as a minimum, a diploma or Associate Degree from an accredited school of nursing, college or university. BSN preferred.

Experience
• Must possess, as a minimum, 2 years of recent med-surg experience. Home health experience preferred.

Specific Requirements
• Must possess a current, unencumbered, active license to practice as an RN in this state.
• Must be able to read, write, speak, and understand the English language.
• Must possess the ability to make independent decisions when circumstances warrant such action.
• Must possess the ability to deal tactfully with personnel, patients, family members, visitors, government agencies/personnel, and the general public.
• Must be knowledgeable of nursing and medical practices and procedures, as well as laws, regulations, and guidelines that pertain to home health care.
• Must possess leadership and supervisory ability and the willingness to work harmoniously with professional and non-professional personnel.
• Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies and procedures, etc., that are necessary for providing quality care.
• Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle difficult patients.
• Must be willing to seek out new methods and principles and be willing to incorporate them into existing nursing practices.
• Must be able to relate information concerning a patient's condition.
• Must not pose a direct threat to the health or safety of other individuals in the workplace.
• Must possess or have access to an automobile to use for transportation to and from patients' homes.
• Must possess a valid drivers' license and automobile liability insurance.

Physical and Sensory Requirements
(With or Without the Aid of Mechanical Devices)
• Must be able to move intermittently throughout the workday.
• Must be able to speak and write the English language in an understandable manner.
• Must be able to cope with the mental and emotional stress of the position.
• Must be able to see and hear or use prosthetics that will enable these senses to function adequately to ensure that the requirements of this position can be fully met.
• Must function independently and have flexibility, personal integrity, and the ability to work effectively with patients, personnel, and support agencies.
• Must be in good general health and demonstrate emotional stability.
• Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and, at times, hostile people within the agency.
• Must be able to lift, push, pull, and move a minimum of 40 pounds.

Acknowledgement
I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Home Health Nurse Case Manager and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that as a result of my employment, I may be exposed to the AIDS or Hepatitis B viruses and that the home health agency will make available to me, free of charge, the hepatitis B vaccination.

I further understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by the agency or myself and that such termination can be made with or without notice.

AGREED TO:                                   ACCEPTED BY:

_________________________________          _________________________________
Employee                                          Executive Director

_________________________________          _________________________________
Date                                              Date