



## **JOB TITLE: Home Health RN Case Manager**

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**STATUS:** Full-time/Non-Exempt  
**SALARY:** DOE  
**SUPERVISOR:** Clinical Director  
**CREATED:** May 2017

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Coastal Home Health & Hospice is an equal opportunity employer: CHHH does not discriminate against applicants or employees based on race, color, sex, religion, age, national origin, physical or mental disability, sexual orientation or gender identity, family relationship, marital status, veteran status, military service, employment status, or any other classification protected by local, state, or federal law.

If an employee needs accommodation to perform the essential functions of the job as outlined below, he or she should notify his or her supervisor or the Executive Director. CHHH will work with the employee to evaluate whether there is a reasonable accommodation that does not pose an undue hardship on the company.

### **POSITION SUMMARY:**

Performs professional nursing in the Home Health program providing direct skilled patient care in the home. Provides Home Health services that reflect the agency's philosophy and acceptable standards of care.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

May include, but are not limited to the following:

1. Functions as a member of the Home Health Interdisciplinary Team, following the Plan of Care developed in coordination with the Interdisciplinary Team.
2. Assumes primary case management responsibilities for individual patient/family, including:
  - a. Participation in care plan development, implementation and revision.
  - b. Participation in every care conference.
3. Provides skilled nursing care including but not limited to: physical assessments, pain management, administration/supervision of medication, catheterization, dressing changes, irrigations, venipuncture, intravenous infusions, central line care, diabetic care.
4. Teaches and demonstrates basic patient care, use of medications, diagnosis related information and treatments to patient/family members/caregivers/representatives.
5. Documents orders received and submits to physician for signature.

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6. Delegates to unlicensed persons per Oregon state Board of Nursing regulations and regularly supervises the tasks delegated.
7. Initiates appropriate preventive and rehabilitative nursing procedures.
8. Participates in facility care conferences and in-service programs.
9. Completes required documentation (i.e., assessments, care plans, clinical notes, agency tracking forms, etc.) In a timely manner in accordance with agency policies.
10. Assigns Home Health/Hospice Aide for eligible patients and supervises care given no less than every 14 days.
11. Informs the Clinical Director and/or the Clinical Supervisor of unusual or potentially problematic patient/family issues.
12. Communicates regularly with the Clinical Director and/or the Clinical Supervisor and other staff members to review problems or unique issues from caseloads, share professional support, and exchange feedback aimed toward enhancing professional growth.
13. Participates in the orientation of new staff members.
14. Participates in quarterly record review and quality assurance activities.
15. Rotates on-call availability as needed to assist and support patient/family through physical and/or emotional crisis situations 24 hr/day.
16. Assists with community education regarding the agency programs as requested.
17. Other duties as assigned.

## **HOSPICE DUTIES**

On occasion, the Home Health RN Case Manager may be required to assist in the care of home health patients. Additional Hospice duties are as follows:

- Makes the initial evaluation visit to the patient to determine needs, develop Plan of Treatment and provide nursing services.
- Regularly reevaluates the patient's nursing needs and revises the Plan of Care as indicated in coordination with the Hospice IDT.
- Pain and symptom assessment and management.

## **SUPERVISORY RESPONSIBILITIES:**

- Exercises supervision of Home Health/Hospice Aides in the performance of duties for patients. Provides written assignment and patient specific teaching for all care to be given and regularly makes supervisory visits to patient's home in accordance with state and federal regulations.
- Supervises care givers performing delegated tasks assigned by the RN. Regularly reevaluates competency in performing the tasks.

## **QUALIFICATION REQUIREMENTS**

*Education, Certification, and Licenses -*

- Graduate of an approved school of professional nursing.

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- Must hold a current unencumbered RN nursing license to practice in Oregon.
- Current BLS care or be able to obtain prior to date of hire.

*Experience -*

- One year of nursing practice in a prior home health, hospice or facility setting is required; 3 years preferred.

*Knowledge of -*

- Nursing techniques and procedures.
- Medical terminology.
- Medication use and effects.
- Medical record keeping practices.
- Electronic medical record use.

*Ability to-*

- Interpret orders and carry out instructions while exercising judgment within the scope of the position and established nursing practices.
- Work with limited supervision in an independent setting, while able to recognize situations in which supervision and guidance are required.
- Work with computers/programs and able to learn basic software applications.
- Communicate therapeutically with the patient, family, and public and maintain a compassionate, empathetic attitude.

*Other -*

- Must have Oregon driver's license, car insurance and maintain a good driving record.

**KNOWLEDGE AND SKILLS NECESSARY TO PERFORM JOB RESPONSIBILITIES:**

- Understands home health regulations.
- Understands and is committed to the hospice philosophy of care.
- Has comprehensive knowledge of medications, treatment and rehabilitative care.
- Functions well as a team member.
- Relates to and cares for people from all walks of life in a calm, courteous and professional manner.
- Maintains client confidentiality.
- Understands and works within pertinent state and federal laws and regulations.
- Understands documentation requirements and is able to complete paperwork in a timely manner.
- Able to read, write, speak and understand the English language.
- Able to work with interpreters, sign language interpreters, and other individuals who may be needed to assist patients or family members to communicate.

**PHYSICAL DEMANDS/REQUIREMENTS:**

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- While performing the duties of this job, the employee is regularly required to operate standard office equipment; reach with hands and arms; talk to patients, family members, answering service, and co-workers, and hear their words; vision requirements include close, distance and ability to adjust focus. The employee is required to walk, stoop, kneel, crouch and climb stairs, adjusting from sitting and standing is required.
- Ability to perform tasks involving physical activity, which may include heavy lifting of supplies, equipment or patients; extensive bending, standing, walking or sitting may be required.
- Ability to deal effectively with stress.
- May occasionally drive for long periods of time.

**WORK CONDITIONS/ENVIRONMENT:**

- Employee may encounter various environmental situations in individual patient homes, including odors, tobacco smoke or animals. Tasks may involve exposure to blood, body fluids or tissues.
- Travel is required between all office locations - Brookings; Gold Beach; and Bandon Oregon, and to and from homes, hospice centers, or other places where patients are located.
- Employee may occasionally be required to work weekends, holidays or other hours on a rotation basis, as well as on-call rotation.



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**Employee:** \_\_\_\_\_

**Job Description Acknowledgement**

The contents of the attached job description have been discussed with me, and I acknowledge that I have received a copy thereof.

I understand that job descriptions include a summary of job requirements, duties and responsibilities; qualifications, supervisory roles, work environment, and other factors relevant to the position, but do not necessarily cover every task or duty which might be assigned to me as an employee of Coastal Home Health & Hospice, and additional responsibilities may be added as necessary.

Based on the duties outlined in the attached job description, I acknowledge I am able to perform the essential functions of this job with or without reasonable accommodation.

Please explain if necessary:

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Job descriptions do not form a contract of employment nor in any way alter the "at-will" employment relationship.



**Signature:**

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**Date:**

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