

Hospice

of Southern Maine
Position Description

Title:	Admissions Nurse	Reports to:	Access Manager
Primary Location:	Main Office	FLSA Class:	Non-Exempt
Supervises:	None	Effective Date:	04/06/2017

Position Summary:

The Admissions Nurse is responsible for assuring that Hospice of Southern Maine's programs are effectively represented to patients, families, and others who have an interest in hospice through pre-assessments, information sharing and/or admissions in a patient's home, Gosnell Memorial Hospice House or in a health care facility. This position works with the Access team, community liaisons, referring physician and other referral sources to promote the hospice philosophy of care.

Qualifications:

1. Education: Graduate of an NLN accredited nursing program; BSN or CHPN preferred.
2. Experience: Minimum of one year of nursing experience required; intake/access, home care, hospice and/or oncology nursing experience preferred.
3. License/Certification: Registered Nurse licensure by the State of Maine; valid driver's license with an automobile that is insured in accordance with state and/or agency requirements and is in good working order. BLS certification or the ability to obtain certification within the first 90 days of employment required. Certification must be kept active during the course of employment.

Essential Duties & Responsibilities:

1. Performs all duties and responsibilities in accordance with the Nurse Practice Act and in accordance with basic principles and guidelines of professional nursing.
2. Evaluates patients to determine eligibility.
3. Provides information, pre-assessment, and admission services to patients who have been referred to HSM; conducting pre-assessment visits in the home or health care facility as necessary.
4. Communicates with the Access Department, community liaisons, the referring physician and Hospice Medical Director to assure appropriateness of each referral and that necessary certifications are obtained.
5. Keeps the Access Department informed about progress of referral/admission.
6. Supervises the care provided by the Hospice Aide based on the patient's plan of care for any patients admitted by the Admissions Nurse
7. Answers patient's call bell in a timely manner; responds to safety alerts in timely manner for any patients admitted by the Admissions Nurse.
8. Applies nursing principles and techniques in the treatment of patients. Provides nursing care, emotional support and education to patients and families. Encourages patients and family members to participate in the patient's plan of care to meet established goals.
9. Utilizes computer skills to access medication information and document in electronic medical record as required.
10. Promotes teamwork by participating actively and appropriately as a member of an interdisciplinary team. Shares essential patient information with all members to coordinate care.
11. Collaborates with other members of the IDT in coordinating care to be efficient and financially responsible.
12. Makes appropriate referrals for other discipline services and medical equipment/supply companies to meet patient care needs in a timely manner. Coordinates care of patients with a variety of disciplines and community resources, both internal and external in a fiscally responsible manner.
13. Completes and submits documentation within agency timeliness policies that is complete, legible, and clearly reflects care given.
14. Provides hands on nursing care for a diverse group of patients as assigned.
15. Utilizes appropriate resources to maintain knowledge and skills for the hospice care in all settings including regulatory/reimbursement guidelines and integrates into clinical practice.
16. Participates in weekend, holiday and on-call coverage as necessary.

Other Job Functions:

The following is a list of responsibilities of this position, but is not intended to cover other related duties that this position may be required to perform from time to time.

1. Assesses, evaluates and responds to patient situations quickly. Administers emergency care as needed.
2. Shares expertise with others through in-service and collaboration.
3. Works with diverse social and economic situations without imposing own values on patient or family maintains appropriate professional boundaries.
4. Demonstrates a caring and sensitive attitude towards customers and co-workers.
5. Carries out duties and responsibilities of position in a manner that exemplifies excellent customer service.
6. Represents HSM to the community in a positive manner.
7. Demonstrates effective listening skills when communicating with others.
8. Meets standards for continuing education hours.
9. Participates in daily shift report, Interdisciplinary Team (IDT) meetings, case conferences, staff meetings, and quality assurance and program improvement activities.
10. Offers suggestions to improve policies, procedures, and services in appropriate manner and time.
11. Utilizes proper body mechanics and safe working techniques.
12. Reports unsafe environments/practices to supervisor in a timely manner.
13. Demonstrates knowledge and support of agency's safety and OSHA policies.
14. Demonstrates use of safety judgment on a case-by-case basis.
15. Reports patient and employee incidents according to Agency protocols.
16. Participates in department and Agency projects and committees as needed.
17. Demonstrates flexibility, versatility and a positive attitude in integrating additional duties.
18. Attends mandatory meetings and in services, unless excused in advance by Supervisor.
19. Portrays a positive attitude towards the Agency by supporting its mission, vision, values, policies and procedures.
20. Acts in a manner consistent with the Code of Conduct outlined in the Agency's Corporate Compliance Program.
21. Demonstrates understanding of HIPAA Privacy Standards and related Agency policies.
22. Adheres to all Agency, State, and Federal policies and procedures, laws, and regulations which are relevant to job responsibilities.

Required Skills, Abilities & Knowledge:

1. Ability to stay calm and effective during times of stress, such as when interacting with confused or distressed callers, during emergency situations, during busy times, etc.
2. Ability to work independently, while collaborating with other team members.
3. Ability to work with patients/families of all ages.
4. Ability to evaluate a situation quickly and respond appropriately.
5. Ability to adapt to changing patient or Agency priorities.
6. Excellent written and verbal communication and public relations skills.
7. Excellent assessment skills.
8. Ability to self-motivate.
9. Excellent organizational skills.
10. Ability to prioritize.
11. Ability to utilize an electronic medical record.

Physical Requirements:

The physical requirements described are representative of those that must be met to successfully perform the essential responsibilities of this position. Reasonable accommodations may be made.

Ability to complete and pass an annual respirator fit test required.

	Occasional (25%)	Frequent (50%)	Continuous (75%)
Lift or transfer			
Up to 10 lbs.			X
11-20 lbs.		X	
21-35 lbs.		X	
Carry		X	
Push or pull		X	
Climb		X	
Reach		X	
Stoop or bend		X	
Crouch		X	
Kneel		X	
Handle or feel		X	
Talk			X
Hear			X
See			X
Sit, walk, stand			X
Distinguish smell/temperature		X	
Exposure to blood borne pathogens and infectious disease			X
Exposure to hazardous materials	X		
Repetitive Motion		X	

Visual Requirements:

1. The worker deals with office and/or medical equipment at or within arms reach.
2. Must be able to see to drive, complete appropriate documentation and assess patient condition and function.

Mental Requirements:

1. Requires the ability to plan and perform a wide variety of duties requiring general knowledge of policies and procedures. Requires judgment to work independently toward general results, devising methods, modifying or adapting standard procedures to meet different conditions, making decisions based on precedent and policy.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee or for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee's Signature _____ Date _____