

**BROCKTON VISITING NURSE ASSOCIATION
JOB DESCRIPTION**

TITLE:	Staff Nurse
SUPERVISED BY:	VP of Clinical Operations/Hospice Director
POSITIONS SUPERVISED:	Hospice Aides, LPNs
INTERRELATIONSHIPS:	Patients, family, IDG and other health care team members

JOB SUMMARY:

To provide nursing care to the terminally ill Hospice patient as needed. To provide assistance and understanding to the family in the home care situation and in time of bereavement. To work as a member of the Hospice team in providing Hospice care.

RESPONSIBILITIES:

1. Regularly assesses and reassesses the nursing needs of the Hospice patient.
2. Provides dietary counseling.
3. Provides Hospice nursing services, treatments and preventive procedures.
4. Initiates nursing procedures appropriate for the patient's Hospice care and safety.
5. Observes signs and symptoms and reports to the physician and IDG members any unexpected changes in the patient's physical or emotional condition.
6. Teaches, supervises and counsels the Hospice patient and family members about providing care for the patient.
7. Supervises and trains other nursing service personnel.
8. Develops and re-evaluates the patient/family care plan in conjunction with IDG to meet needs and maintain continuity of care.
9. Performs specific nursing procedures as needed (e.g., treatments, management of symptoms) following doctor's orders.

10. Attends team conferences.
11. Maintains records as required by Hospice.
12. Follows the policies and procedures of Hospice. Observes confidentiality and safeguards all patient-related information in compliance with HIPAA regulations.
13. Always communicates to the supervisor if unable to meet a patient's need or perform a procedure.
14. Participates in on-call system and is responsible for providing on-call coverage when unavailable for assigned duties.
15. Maintain skills and knowledge.
16. Works with interdisciplinary group concept of patient care.
17. Coordinates the implementation of the plan of care for patients residing in SNF, NF, ICF or MR.
18. Organizes work schedule and utilizes time management to be able to attend all required meetings.
19. Complies with agency infection control policies and protocols.
20. Assist with orientation, teaching and training as requested.
21. Other duties as assigned by Director.

QUALIFICATIONS:

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| Educational/Degree: | Graduate from an accredited school of nursing |
| Training/Licensure: | Currently licensed as a registered nurse to practice in the state. |
| Knowledge/Skills/Ability: | Ability to work independently, make accurate, and at times, quick judgments. Ability to supervise others appropriately. Ability to respond appropriately to crisis outside of a hospital setting. Acceptance of and adaptability to different social, racial, cultural and religious modes. Completes Hospice training program. |
| Experience: | Minimum 2 years of experience as a registered nurse, preferred. Active patient contact within past three years, preferred. |

JOB FACTORS:

Physical Requirements:

Requires considerable physical effort most of the day including kneeling, squatting, reaching, twisting, climbing, walking, exposure to temperature and humidity changes and maximal assist in lifting and/or transferring of a 100 pound patient. Must possess sight/hearing senses or use appropriate adaptive devices that will enable senses to function at a level required to meet the essential duties of the position. Must provide evidence of annual TB test and other state-required tests or examinations.

Mental Requirements:

Must be able to work independently, make judgments based on assessments and data available and act accordingly. Must be flexible, innovative and possess good interpersonal skills. Must be able to cope with mental and emotional stress and demonstrate emotional stability.

Working Conditions:

Be able to tolerate exposure to elements including, but not limited to, odors, blood, body fluids and excrements, adverse environmental conditions and hazardous materials.

Standards:

Demonstrates a commitment to the provision of superior home health services, community education, and health promotion outlined in the Mission Statement, and to our values.

Demonstrates skills to assist clinicians and to follow through to meet deadlines and timeframes.

All employees of BNVA are expected to display the highest standards of service excellence and embody the BVNA's motto of "More than you'd expect from home care." In order to do so, the BVNA's values (shown below) will be demonstrated throughout the course of each employee's daily activities. As each employee's roles and responsibilities may be unique, these values will also be demonstrated in a way that is unique, but supportive of the employee's overall goals and the BVNA's mission and vision. Specific expectations will be made and agreed upon between the employee and his/her manager at the time of hire and throughout the year as needed.

PARTNERSHIP	Through teamwork we are committed to achieve great things.
OWNERSHIP	We are accountable and responsible for the success of the BVNA.
EXCELLENCE	We are professionals achieving exceptional results.
CLIENT-FOCUSED	It's all about you.
INNOVATIVE	We are resourceful and flexible in adapting to changing needs.

Adheres to BVNA's and Professional Code of Ethics. Communicates a positive image and working philosophy of the BVNA and establishes and maintains a professional relationship with patients, coworkers, and others.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

Transportation:

Must have a current valid driver's license, auto liability insurance and reliable transportation.

I have read the above job description and understand the duties and responsibilities associated with the position. I can perform the essential functions of this position without specific accommodations.

Employee Signature

Date

(x) New Date: August 2018

S/HR/HOSPICE