

**BROCKTON VISITING NURSE ASSOCIATION  
JOB DESCRIPTION**

**TITLE: COMMUNITY HEALTH NURSE – RN – ADMISSIONS NURSE**

**REPORTS TO: CLINICAL MANAGER**

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**POSITION SUMMARY:**

The Community Health Nurse – RN – Admissions Nurse is responsible for assuring that Brockton Visiting Nurse Association (BVNA) programs are effectively represented to patients, families, and others who have an interest in home care through pre-assessments, information sharing and/or admissions in a patient’s home or in a health care facility. This position works with the intake team, referring physician and other referral sources to promote the BVNA services. Under general supervision, directs the development, implementation and coordination of the admission screening process. Serves as the primary contact to receive all necessary referral information to determine patient’s potential of medical necessity for admission into the BVNA. May be assigned re-visits as needed to accommodate nurse’s scheduled hours.

**RESPONSIBILITIES:**

Responsibilities include but are not limited to the promotion of health maintenance of individuals, families and the community through assessment, teaching, counseling and appropriate preventive and rehabilitative nursing measures, working with Agency policies and under the ANA Code of Ethics.

- Provides information, pre-assessment, and admission services to patients who have been referred to BVNA; conducting pre-assessment visits in the home or health care facility as necessary.
- Communicates with the intake team and the referring physician to assure appropriateness of each referral and that necessary certifications are obtained.
- Keeps the intake team informed about the progress of referrals/admissions.
- 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.
- Utilizes computer skills to access medical information as required.
- Promotes teamwork by participating actively and appropriately as a member of the interdisciplinary team. The Admissions RN shares essential patient information with all members to coordinate care.

- Collaborates with other members of the team in coordinating care to be efficient and fiscally responsible.
- 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.
- Completes and submits documentation within the required deadlines.
- Service is expected to be documented during, or by close of business day in order to maintain an accurate medical record.
- Utilizes appropriate resources to maintain knowledge and skills for home care in all settings including regulatory/reimbursement guidelines and integrates into clinical practice.
- The Community Health Nurse – RN – Admissions Nurse works with diverse social and economic situations without imposing own values on patient or family; maintains appropriate professional boundaries.
- Display a positive and professional image and attitude in all relationships with patients, families, and peers in the community.
- Participates in weekend, holiday, and on-call coverage as necessary.
- Attend regularly scheduled department meeting and company meetings.
- Perform other related duties as assigned.
- Demonstrates understanding of HIPAA Privacy Standards and related Agency policies.
- Adheres to all State, Federal, and Company policies and procedures, laws, and regulations.

### **QUALIFICATIONS:**

- Graduate of an accredited nursing program; BSN preferred.
- One year of home care experience required.
- Current licensure in the State of Massachusetts.
- CPR certification required.
- Valid driver's license and daily access to a reliable and insured vehicle
- Excellent communication skills, both verbal and written, are required. Public speaking experience is preferred.

- Must be self-motivating individual who can work autonomously, set own priorities, organize work, take initiative and make independent decisions relating to job tasks.
- Must have general computer skills and a working knowledge of MS Office, Outlook, and the internet.
- 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.
- Must be detail oriented and able to handle multiple and concurrent tasks.
- Ability to relate effectively with patients, family members, discharge planners, physicians and nurses.
- Understands home care and the services provided to patient and family/caregiver through an interdisciplinary group.

**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.

**PHYSICAL DEMANDS:**

The physical demands 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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**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.

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**Employee Signature**

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**Date**

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**Manager Signature**

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**Date**

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*S/HR/Job Descriptions/New Job Descriptions/CHN-RN- Admissions Nurse*