

**BROCKTON VISITING NURSE ASSOCIATION
JOB DESCRIPTION**

TITLE: WEEKEND ON-CALL TRIAGE NURSE SUPERVISOR

REPORTS TO: PRESIDENT/CEO

POSITION SUMMARY:

To support the direct care clinician and managers, by assisting with phone triage and MD orders.

RESPONSIBILITIES:

- a. Assists clinicians with medication reconciliation as needed
- b. Triage, reviews and enters new phone or fax orders into the EMR; orders supplies as updates schedules as needed
- c. Assists with patient related issues, making calls to MD's referral sources, families and other community agencies
- d. Triage, reviews and enters new labs orders, generates interim orders and updates schedules as needed
- e. Task for internal referrals based on orders received
- f. Triage calls, provides telephone interventions and documents nursing interventions in the clinical record
- g. Communicates findings, issues, problems regarding compliance and documentation to ACM
- h. Assists managers to triage uncovered visits
- i. Assists managers with phone – follow up with client concerns
- j. Works with the primary nurse to expedite a clinical plan of care reflective of assessment data, skilled nursing needs, patient/ family self- management goals and measurable outcome
- k. May on occasion make visit as needed.

QUALIFICATIONS:

- Registered Nurse in Massachusetts-
- BSN preferred
- 2 years of Home Care experience
- 1 year minimum of case management
- Able to work independently