



JOB DESCRIPTION
ON CALL NURSE

New _____ Revised X Exempt _____ Nonexempt X Classification Band F

Amy LaPoint _____ 07/28/2009 Dale B. Johnson 11/1/2009
Revised by Date Approved by Date

I. PURPOSE OF THE JOB (What are the end results or objectives of this position? Why does the job exist?)

The On-Call Nurse is the after hours equivalent of a Primary Nurse. He or she is responsible for responding to all of Hospicare and Palliative Care Services' (HPCS) patients and their family members, as well as making referrals and community inquiries, when the office is closed (nights, weekends, and holidays). The On-Call Nurse provides:

- Clinical and psychosocial interventions for patients and their families.
- Skilled pain control and symptom management.
- Collaboration with providers within and outside HPCS to maximize patient outcomes.

The work provides considerable latitude for independent judgment. The On-Call Nurse consults with the Primary Nurse, the Director of Patient Services, and/or physicians as necessary. General direction is provided by the Director of Patient Services and the HPCS Medical Director.

The position reports to the Director of Patient Services.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (What duties are required for the position to exist? Estimate the percentage of time spent in each.)

- Is constantly available by telephone/pager during assigned hours. Time: 95%
- Conducts hospice admissions as necessary.
- Conducts physical and psychosocial assessments of the patient's and family's after hours needs and determines interventions.
- Provides skilled nursing care focusing on pain control and symptom management.
- Provides interim guidance to the patient and his or her family regarding diagnosis, medications, treatments and the patient's progress.
- Documents care in a thorough and timely manner.
- Works closely with members of the Interdisciplinary Team (IDG) to provide continuity of care and support for the patient and family.
- Collaborates with vendors to obtain DME, supplies and medications.
- Makes arrangements for patient transfers to the hospital from HPCS' Residential Unit.
- Collaborates with the hospital, SNF, and Residential Unit staff to adjust intervention and plan of care.
- Communicates with Hospice Pharmacia as necessary.

III. OTHER DUTIES AND RESPONSIBILITIES (Responsibilities/important duties performed occasionally or in addition to the essential duties of the position.)

Time: 5%

- Performs other job-related duties as assigned by Director of Patient Service

IV. SUPERVISORY RESPONSIBILITIES (Provide the number and type of employee supervised, level of authority to hire and fire or to make recommendations.)

None.

V. KNOWLEDGE AND SKILLS (Indicate which are required, preferred, or desirable. Include licenses and certificates.)

- Understands and is committed to the hospice philosophy of care. (required)
- Functions well as a team member. (required)
- Has a comprehensive knowledge of medication, treatment and therapies for pain and symptom control. (required)
- Visits patients wherever necessary. (required)
- Consults appropriately with physicians and others. (required)
- Relates to and cares for people from all walks of life in a calm, courteous and professional manner. (required)
- Maintains client confidentiality. (required)
- Maintains a current license in NYS to practice as a Registered Professional Nurse. (required)
- Has two (2) years full-time or the equivalent part time experience in hospital medical-surgical or oncology nursing. (preferred)
- Has experience in hospice and/or home care. (required)
- Understands and works within pertinent state and federal laws and regulations. (required)
- Understands documentation requirements and is able to complete paperwork in a timely manner. (required)
- Has a current NYS driver's license, maintains insurance, & provides own transportation. (required)

VI. FISCAL RESPONSIBILITY (Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions.)

None.

VII. PUBLIC CONTACT (Within and without of the organization)

Has contact with families, physicians, facility staffs (hospital, SNF, Residential Unit) and vendors (DME, supplies, pharmacies).

VIII. PHYSICAL DEMANDS (Walking, lifting, equipment, operation, etc.)

- Occasional delivery of equipment and supplies.
- Occasional repositioning of patient, moderate lifting, etc. is required.
- Able to push or pull 50 pounds and lift 50 pounds with assistance.

IX. WORKING CONDITIONS AND ENVIRONMENT (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)

- Needs personal vehicle to travel to patient.
- Work begins when the office is closed at 4:30 PM to 8:30 AM weekdays and all day on the weekends and on holidays.
- Needs to deliver appropriate care regardless of inclement weather.

This job description is not intended to be all-inclusive and employees will perform other related job duties as assigned by their immediate supervisor or other management staff as required. Hospicare and Palliative Care Services of Tompkins County, Inc., reserves the right to revise and change the job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Signature

Date