



JOB DESCRIPTION
On-Call Nurse

New ___ Revised X Exempt ___ Non-exempt X Classification Band F

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Revised by

05/29/18
Date

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Approved by

05/29/2016
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's primary responsibility is to respond to Hospicare and Palliative Care Services' (HPCS) patient and caregiver needs, as well as receiving referrals and community inquiries, when the office is closed (nights, weekends, and holidays).

The On-Call Nurse provides:

- Urgent clinical and psychosocial interventions for patients and their caregivers.
Skilled pain and symptom management.
Collaboration with other health care providers to maximize patient outcomes.

General direction is provided by the Director of Patient Services and HPCS's Medical Director. The On-Call Nurse must be able to communicate effectively with patients, caregivers, and other health professionals. Considerable independent judgment is required. This position reports to the Director of Patient Services, or designee.

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

Time: 95%

- Is constantly available by telephone during assigned hours.
Conducts urgent physical and psychosocial assessments, evaluates needs, and determines interventions.
Provides skilled nursing care focusing on pain and symptom management.
Provides interim guidance to patients and caregivers regarding diagnosis, medications, and treatments.
Documents within the Electronic Medical Record (EMR) all care provided in an appropriate and timely manner.
Works closely with members of the Interdisciplinary Team (IDG) to provide continuity of care and support for the patients and caregivers.
Collaborates with vendors to obtain Durable Medical Equipment (DME), supplies, and medications when needed after-hours.
Works with patients, caregivers, attending physicians, IDG, hospital and facility staff, and/or Residence staff to adjust Plan of Care as necessary.
Conducts hospice admissions 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 Services, or designee.

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 and receives supervision in a professional manner. (required)
- Has a comprehensive knowledge of medication, treatment and therapies for pain and symptom control. (required)
- Provides care in a calm, courteous, and professional manner. (required)
- Able to maintain confidentiality concerning patient and caregiver information. (required)
- Understands and works within pertinent NYS and federal laws and regulations. (required)
- Understands documentation requirements and completes documentation in a timely manner. (required)
- Maintains a current license in NYS to practice as a Registered Professional Nurse. (required)
- Holds a current driver's license, maintains insurance, and provides own transportation. (required)
- Must obtain Hospice and Palliative Nursing certification within two years of hire. (required)
- Has two years full-time or the equivalent part time experience in hospital medical-surgical or oncology nursing. (preferred)
- Has work experience in hospice. (preferred)

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)

- Direct contact with patients and caregivers.
- Direct contact with other health professionals when providing care to patients residing at health care facilities.

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

- Occasional delivery of equipment and supplies.
- Occasional repositioning of patient, moderate lifting, etc. is required.
- Ability 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 private vehicle for daily travel.
- Ability to travel within agency service area.
- On-Call Nurse hours are from 4:30 PM to 8:30 AM weekdays and 24 hours on the weekends and holidays.

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. In addition to the requirements of this job description, Hospicare expects employees to be committed to service to others, and strive to keep our agency's mission, goals, and values as the driving force of the day-to-day work. Hospicare and Palliative Care Services 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