



JOB DESCRIPTION
Clinical Team Leader

New Reviewed Exempt Nonexempt

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Reviewed by

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Date

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

The Clinical Team Leader is responsible to:

- Perform patient admissions and assign clinical team.
- Provide direct support as a point person for the clinical staff.
- Provide oversight of quality assurance and improvement practices for the team, and education as needed.
- Perform outreach to families, providers, and facilities.

General direction is provided by the Director of Patient Services. Considerable independent judgment is required. This 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.)

Clinical Admission (or clinical nursing as needed in the field, residence) Time: 35%

- Visits patient on admission and work with patient, family, primary physician, Interdisciplinary Team (IDT), hospital, SNF staff and/or Residence staff to establish *Plan of Care*.
- Ensure that the Initial Assessment and all follow-up assessments are conducted according to policy.
- Documents all care provided in an appropriate and timely manner.
- Assigns patient admissions to care team.

Clinical support: Time: 25%

- Serves a point person to answer questions from clinical team.
- Supports and delegates clinical tasks as necessary to enhance care and support
- Coordinates clinical staff orientation as requested.
- Facilitates communication with staff regarding patient care issues.
- Attends IDG and staff meetings as appropriate.

Quality Assurance:

Time: 25%

- Carries out monthly audits of “structural measures” required by CMS and other measures identified as critical.
- Carries out ongoing review of current performance improvement projects, including impact of improved metrics, and plans for additional PIP’s to be taken on.
- Presents education to clinical staff on aspects of quality assurance and performance improvement as needed, both one-on-one and in groups.
- Attends meeting of the Professional Advisory Committee and the Executive QAPI Committee, presenting results of the previous month’s audits.
- Attends meetings of the CNY Hospice Alliance QAPI group.
- Prepares QAPI information to be shared with the rest of the agency staff.

Outreach

Time: 10%

- Creates and maintains effective relationships with the Hospital, Skilled Nursing Facilities, and Medical Practices, etc.
- Coordinates Hospice education opportunities for the local community.
- Troubleshoot clinical questions for discharge planners, physicians, etc.
- Identify potential referral sources.
- Teaches, supervises and refers patient/families regarding physical care and problems related to patient’s terminal condition.

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.)

Time: 5%

- Meets periodically with staff to address issues and assures smooth operations.
- Supervises licensed practical nurses (LPNs) and home health aides (HHAs) through development of the LPN/HHA *Plan of Care* and follow through.
- Provides periodic supervisory visits to ensure adherence to agency policies and procedures, applicable regulations, Plan of Care and maintenance of adequate records of all patient/family services.

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)
- Relates to and cares for people from all walks of life in a calm, courteous and professional manner. (required)
- Understands and works within pertinent state and federal laws and regulations. (required)
- Visits patients whenever necessary. (required)
- Understands documentation requirements and is able to complete paperwork in a timely manner. (required)
- Maintain 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)
- 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. (desirable)

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)

- The Registered Nurse is an important representative of Hospicare and may be asked to make presentations about hospice and palliative care.
- May be required to give an in-service presentation.

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

- Occasional transporting/moving equipment, stocking supplies, etc. is required.
- 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 private vehicle to travel to patient.
- Occasional after hours of normal work may be necessary to care for patient(s) or cover an on-call shift.

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