



JOB DESCRIPTION
Primary Nurse-Case Manager

New___ Revised X Exempt___ Non-exempt X Classification Band F

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Revised by Date

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Approved by Date

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

The Primary Nurse-Case Manager provides:

- Clinical and psychosocial case management for patients and caregivers.
- Skilled pain and symptom management.
- Preparation, coordination, and implementation of the *Plan of Care*.

General direction is provided by the Director of Patient Services and Hospicare and Palliative Care Services’(HPCS) Medical Director. The Primary Nurse-Case Manager must be able to communicate effectively with patients, caregivers, and other health professionals. Considerable independent judgment is required. This position reports to the Clinical Team Leader, or designee.

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

- Clinical: Time: 60%
- Visits patient on admission and thereafter, preferably once a week, but at a minimum at least every two weeks.
 - Works with patients, caregivers, attending physicians, Interdisciplinary Team (IDG), hospital and facility staff, and/or Residence staff to establish Plan of Care.
 - Provides skilled nursing case management based on systematic assessment, focusing on pain and symptom management.
 - Provides information to patients and caregivers regarding diagnosis, medications, treatment, and disease progression.
 - Manages patient’s medication/treatment profile, collaborating with attending physician as well as local and contracted pharmacies.
 - Ensures that the initial, routine, and any follow-up assessments are conducted according to HPCS policy.
 - Manages the stages of assessment, care plan preparation and implementation, team review, care plan revision and discharge in a timely and thorough manner based on needs of patients and caregivers, and in accordance with the policies and procedures of HPCS.
 - Educates patients and caregivers preparing them for physical and psychological events throughout the dying process.
 - Works closely with other members of the IDG to enhance care and support for patients and caregivers.



Administrative/Coordinative:

Time: 30%

- Documents within the Electronic Medical Record (EMR) all care provided in an appropriate and timely manner.
- Reviews patient charts for accuracy and completeness.
- Contacts attending physician as appropriate.
- Assists with orientation of new staff and works with interns/students as requested.
- Facilitates communication with staff regarding patient care issues.
- Attends routine IDG and staff meetings as required.
- Coordinates with other health professionals and facility staff.

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.)

Time: 5%

- 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 LPNs and HHAs to ensure adherence to agency policies and procedures, applicable regulations, Plan of Care, and maintenance of adequate records of services provided.

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 work with diverse groups of people. (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)

- The Primary Nurse-Case Manager is an important representative of HPCS and may be asked to make presentations about hospice and palliative care.

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.
- 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.
- Occasional after hours of normal work may be necessary to care for patients 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