

Northwest Colorado Health

Registered Nurse Case Manager

General Statement of Duties:

This position responsible for the supervision and monitoring of professional caregivers as well as coordination of patient care with team members and provision of optimal case management.

Supervision Received:

Reports to the Clinical Supervisor.

Supervision Exercised:

Responsible for total supervision and evaluation of Certified Nurse Aides, Personal Care Providers, and Homemakers.

Essential Functions:

- I. Ensures provision of safe, high quality patient care by:
 - Receiving and determining appropriateness of all home health and hospice patient referrals.
 - Incorporating Performance Improvement into team; follow up as appropriate - productivity of team meets productivity standard; assigns caseload appropriately.
 - Ensuring care by making co-visits with assigned staff; meeting at least one time per month with staff; and performing home visits to supervise the provision of care.
 - Conducting education for staff.
2. Monitors documentation to assure appropriateness, timeliness, and compliance with payor regulations.
 - Ensures compliance with HCBS, Title III, and Private Pay program regulations.
 - Paperwork of team is submitted on a timely basis, within seven days after the visit, and is free of deficiencies as measured by internal reports.
 - Performs verification of documentation, reviewing for completeness, accuracy, and appropriateness for payor.
 - Communicates regularly with team members for care planning.
 - Understands and ensures compliance with all federal and state regulations.
3. Acts as a resource and role model to staff; motivates staff to attain satisfaction and therefore staffing stability demonstrated by:
 - Stable team turnover.

- Supervising employees appropriately, with consistent coaching and feedback.
- Meeting or improving employee turnover goals for full-time staff.

This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

Education:

Graduate from an approved educational program for nursing. B.S.N. preferred.

Experience:

1. 3 - 5 years home health and/or hospice experience preferred.
2. Five years medical/surgical adult nursing in an acute care setting preferred. One year supervisory experience required. Agency home care experience may be considered without previous supervisory experience.

Requirements:

1. Current Colorado RN license.
2. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.
3. Current CPR certification.

Skills:

1. Psychomotor skills to provide nursing care, including daily and repetitive pinching, grasping, and manipulating (i.e. wound care) as well as ability to take and assess vital signs, when conducting home visits.
2. Standing, squatting, walking, bending, and maneuvering in private homes which are not barrier-free when conducting home visits.
3. Heavy lifting (>50 pounds) to transfer or turn an adult, with or without assistive devices; and lifting requirement of 25 pounds (to pick up nursing bag from floor and place shoulder strap on shoulder), approximately twice per patient when conducting home visits.
4. Insert peripheral vascular devices and perform peripheral venous blood draw.

Knowledge:

1. Thorough knowledge of nursing theory and practice.
2. Knowledge of evaluation techniques utilized in the establishment of a specialized regimen of nursing care.

Abilities:

1. Can read and interpret physicians' orders, notes from caregivers, and entry on computer screen as well as respond to them, verbally and in writing.
2. Has ability to calculate drug dosages, mix insulin, measure intake/output when conducting home visits and analyze financial trends and budgetary information.

Equipment:

1. Equipment to be utilized for home visits may include wheelchairs, ventilators, pulse oximetry units, oxygen tanks, etc. Per-patient use of oral thermometer, sphygmomanometer, syringes, etc. and making home visits in all weather conditions.
2. Office equipment includes telephone, computer, and copier on daily basis.
3. IV pumps, IV tubing, blood draw supplies.

Working Conditions:

1. Primary work location is in an accessible office environment. Daily activity is 70 - 80% sitting and 20 - 30% walking and/or standing. Occasional stooping, bending reaching, twisting.
2. Work environment in home visits is highly variable, as care is performed in private homes. Lighting, acoustics, air quality, temperature, and environmental hazards are not predictable.
3. Takes supervisor call and/or covers the weekend in the office as determined by rotation schedule.
4. This position meets the criteria for Category 1 of OSHA's guidelines for exposure to biohazards.

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

I, _____ acknowledge that on this date, I have received the following job description for my present position.

Signature of Employee: _____ Date: _____