

Registered Nurse

Job Title: *Registered Nurse*

Supervised By: Clinical Supervisor

Supervises Directly: LPN and CNA Direct Care Staff

Job Summary: Serves as a supervisor to all field staff to assure agency policies and federal and state regulations; serves as liaison among the agency field staff, patients, hospitals, the medical community and general community.

DUTIES AND RESPONSIBILITIES:

ESSENTIAL DUTIES ARE:

- Appropriately evaluates the patient, initially and periodically throughout care;
- Develops and implements appropriate treatment programs to address problems identified; develops realistic personal goals with patient; re-evaluates, sets new goals and adjusts care accordingly in consultation with physician or intermediate care provider.
- Advises, consults and instructs on treatment or procedures, and supportive activities to patients, family members and other home health team members.
- Observes, records and reports to physician and/or supervisor, patient's reaction to treatment, patient's progress and any changes in patient's condition.
- Assists patient and family with community resources needed to adjust to physical, mental and social limitations.
- Coordinates other service team members, both in formal and informal care conferences, to assure sufficient flow of information to support care of patient.
- Informs patient, family and physician verbally and in writing as needed regarding plan of care, progress, or changes and pending discharge.
- Provides accurate and timely documentation of care in accordance with agency policy and pay source requirements.
- Meets regulatory agency and/or pay source requirements regarding patient care.
- Effectively manages a caseload as established by agency.
- Participates, as requested, in orientation of new staff, in-service education, continuing education, utilization review and QI/QA programs.
- Uses agency approved software to enter evaluations and visit documentation.

OTHER DUTIES: Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

This position supervises LPN and CNA direct care staff according to agency policies.

EDUCATION and/or EXPERIENCE:

Licensed in Colorado as a Registered Nurse without stipulations.

Experience of a minimum of one (1) year as an RN, prefer home health experience.

ABILITIES, SKILLS AND KNOWLEDGE:

- Ability to read, analyze, and interpret common scientific and technical journals, professional journals, and legal documents.
- Ability to read and interpret physicians' orders and notes from other caregivers as well as respond to them verbally and in writing.
- Ability to effectively present information to patients and employees and community.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

Registered Nurse (cont'd)

ABILITIES, SKILLS AND KNOWLEDGE: (cont'd)

- Ability to deal with several abstract and concrete variables. Ability to improvise in a home setting.
- Ability to send/receive emails and use the internet for research and informational purposes.
- Ability to use computer for communication and documentation purposes.
- Ability to use independent judgment to manage and impart confidential information.
- Skill to attend to multiple tasks at once which are time sensitive.
- Thorough knowledge of home health care practice, communication skills, and case management.
- Basic knowledge of Windows operating system and ability to advance computer skills as required.
- Ability to establish and maintain effective working relationships with fellow employees, the public, and supervisors.

SPECIAL REQUIREMENTS:

- Active Colorado RN license,
- Current CPR certification;
- Current TB screening upon hire and annually thereafter;
- Possession of a valid Colorado Driver's License with reliable transportation and applicable car insurance.

PHYSICAL REQUIREMENTS:

- Ability to regularly sit, stand, stoop, bend, kneel, walk, balance, crouch, crawl, push, pull, reach with hands and arms and talk and hear.
- Ability to frequently use hands to finger, handle, or feel.
- Ability to occasionally climb
- Ability to occasionally use sense of smell.
- Ability to frequently lift and/or move up to 50 pounds and occasionally lift and/or move 100 pounds.
- Ability to perform the anticipated level of physical assist required to provide safe patient care. If the anticipated level of assist is greater than that which the employee can safely provide, the supervisor is to be notified immediately.
- Ability to use close vision, distance vision, color vision, peripheral vision, depth perception.
- Ability to adjust focus.

WORK ENVIRONMENT:

- The employee is frequently exposed to outside weather conditions.
- The work environment is highly variable, as care is provided in private homes.
- Lighting, acoustics, air quality, temperature and environmental hazards are not predictable.
- The employee is occasionally exposed to wet and/or humid conditions, household pets/animals, fumes or airborne particles, and toxic or caustic chemicals.
- The noise level in the office work environment is usually moderate.

TRAVEL:

The employee is required to travel frequently to complete home health visits.

I have received and understand the information contained above. I am able to complete the job as outlined.

RN Signature/Title

RN Name Printed

Date:

RN Performance Evaluation

Employee		Date Hired
Job Title	Salary/Hourly Wage	Date of Review

Evaluation of Performance

S/W
N/A*

Comments

Team Player		
Meets Deadlines		
Organizational Skills		
Communication Skills		
Leadership Ability		
Interaction With Co-Workers		
Attendance		
Quality of Work		

*S=Strength; W=Weakness; N/A to position expectations

Evaluation of Job Specific Duties;	Exceeds Meets NI Needs Improvement	Comments
Appropriately evaluates client		
Develops/ implements appropriate treatment as ordered		
Advises, consults and instructs on treatments		
Observes, records and reports to Dr the client's reaction to treatment/progress/change in condition		
Assists client and family with community resources		
Coordinates with other team members, either in formal or informal conferences. Promotes sufficient flow of information to meet client needs		
Inform client/family and Dr regarding care plan services and pending discharge		
Provides timely and accurate documentation of care, orders received, communication with client/Dr/team		
Meets regulatory requirements		
Effectively manages a caseload as assigned		

EMPLOYEE:		Date of Review:
Evaluation of Job Specific Duties:	Exceeds Meets NI Needs Improvement	Comments
Participates, as requested, in orientation of new staff, in-service education, continuing education, utilization review, or QI/QA programs.		
Supervises aides and PCPs per agency policy and as assigned.		
Maintains CPR certification		
Completed TB screening		
Annual topics of education completed: _____		
Other		

Employers' Comments

Employee's Comments

Goals

Date of Next Evaluation: ☐ Annual ☐ Additional to Assess Progress to Goal ____/____/____

Signature of Employee

Date

Signature of Our Nurses Supervisor

Date

COMPTENCY - REGISTERED NURSE

Employee Name _____ Hire Date: _____

Self Assessment Guide: 1= Independent/Experience in last 24 months 2= Experience Need Validation 3= Never Done

COMPETENCY AREA	Staff Self Assessment	Required Proficiency noted with * all RN +required for RN <2yr experience	Policy/ Procedure Reviewed	Competency Validated by Preceptor signature/date
DEMONSTRATES ABILITY TO COMPLETE DOCUMENTATION RELATED TO THE FOLLOWING:				
Admission to Agency				
• Pediatric Comprehensive Assessment		*		
• Comprehensive Assessment/OASIS w/ Diagnosis coding		*		
• Develop Care Plan based on Assessment				
• Documents Goals		*		
• Referrals to other disciplines including forms		*		
Coordination of Services				
• Case management				
• Delivers services according to Plan of Care				
• Obtains orders to modify Plan prior to initiating change		*		
• 60 day Summary				
• Refers/uses community resources through care & discharge				
• Communication with physician and other members of the interdisciplinary team and documents thoroughly		*		
Transfer/Discharge of Client				
• Discharge Planning				
• Discharge Summary		*		
Regulatory Compliance				
• Medicare Qualifying Criteria				
• Homebound Status Determination				
• Skilled Need Evidence / Billable Visits				
• Supervision of LPN		*		
• Supervision of Aides		*		

COMPETENCY AREA	Staff Self Assessment	Required Proficiency noted with * all RN +required for RN <2yr experience	Procedure Reviewed	Competency Validated Preceptor signature & date
DEMONSTRATES ABILITY TO COMPLETE A COMPREHENSIVE SYSTEM ORIENTED CLINICAL ASSESSMENT AND DOCUMENT FINDINGS				
Cardio-Pulmonary System				
Neurological System				
Musculoskeletal System				
Endocrine/Metabolic System				
Integumentary System				
Genitourinary System				
Gastrointestinal System				
Behavioral/Emotional/Cognitive				
DEMONSTRATES ABILITY TO PERFORM AND DOCUMENT SPECIFIC ASSESSMENTS AND MANAGEMENT OF SYMPTOMS IN THE FOLLOWING AREAS:				
Pain evaluation that including: rating scales, location, intensity, and duration of pain		*		
Medication Program effectiveness				
Use of alternative therapies		*		
Pain medications indications and doses, actions, SE				
DEMONSTRATES KNOWLEDGE OF MEDICATION MANAGEMENT AND DOCUMENTS ASSESSMENT, TEACHING, AND ASSESSED EFFECTS				
Cardiac Medications and assessments required				
Respiratory Medications via Inhalers, Nebulizers				
Diabetic Medications (oral and Insulin therapies)				
Anticoagulant therapies and monitoring				
Neurologic/Behavioral Medications Antidepressants, Antipsychotic, Anticonvulsants				

COMPETENCY AREA	Staff Self Assessment	Required Proficiency noted with * all RN +required for RN <2yr experience	Procedure Reviewed	Competency Validated Preceptor signature & date
DEMONSTRATES KNOWLEDGE OF WOUND ASSESSMENT AND MANAGEMENT OF ULCERS AND OTHER WOUNDS				
Measurement of Wounds		*		
Staging of Ulcers		*		
Documentation: Assessment / progress		*		
Use of various wound care treatments (hydrocolloid, calcium alginate, transparent dressings)				
Use of Wound Vacs		* 1 on site + 2 on site		
Wound drains (hemovac, J-P)		+		
Pressure wraps (Ace, Profore, Dynaflex)		+		
Ulcer prevention techniques				
DEMONSTRATES KNOWLEDGE OF DIABETIC MANAGEMENT AND DOCUMENTATION				
Insulin types and teaching		+		
Teaching in areas of diet, exercise and sugar levels		+		
Signs and symptoms of hyper/hypoglycemia				
Foot and skin care		+		
DEMONSTRATES SKILL IN PERFORMING SKILLED PROCEDURES:				
Medication Administration Routes:	a)	a)	a)	a)
a)Oral	b)	b)	b)	b)
b)Intramuscular	c)	c)	c)	c)
c)Subcutaneous	d)	d)	d)	d)
d)Suppositories	e)	e) *	e)	e)
e)Heparin Administration	f)	f) *	f)	f)
f)Insulin Administration	g)	g) *	g)	g)
g)Intravenous Peripheral	h)	h) *see infusion	h)	h)
h)Intravenous Central line	i)	i) *	i)	i)
i)Intravenous Implanted Port	j)	j) *	j)	j)
j)Total Parenteral Nutrition				

COMPETENCY AREA	Staff Self Assessment	Required Proficiency noted with * all RN +required for RN <2yr experience	Procedure Reviewed	Competency Validated Preceptor signature & date
IV Therapy:	a)	a)*	a)	a)
a)Venipuncture using: butterfly, over the needle catheter	b)	b)* see equipment	b)	b)
b)Use of infusion pumps	c)	c) *	c)	c)
c)Central Line Access and Care	d)	d) *	d)	d)
d)Drawing Blood from lines	e)	e) *	e)	e)
e)Site Care	f)	f) *	f)	f)
f)Flushing Lines	g)	g) *	g)	g)
g) Access implanted port				
Catheter insertion (Indwelling Catheter) (Male or female)				
Insertion or Change of suprapubic catheter		*		
Irrigation of catheters				
Ostomy Care	a)	a) +	a)	a)
a)Colostomy	b)	b) +	b)	b)
b)Ileostomy	c)	c) +	c)	c)
c)Nephrostomy	d)	d)*	d)	d)
d)Tracheostomy				
Urostomy				
Range of Motion Exercises & writing aide instructions		+		
Suture, staple removal				
Nasogastric tube insertion and care		*		
Gastrostomy tube care and change		+		
Jejunostomy tube care		*		
Enteral feedings	a)	a)	a)	a)
a)Bolus	b)	b)	b)	b)
b)Continuous via pump				
Mental Status Exam				
Spinal Cord injuries (care and management)				
Other: Specify -				
Other: Specify -				

COMPETENCY AREA	Staff Self Assessment	Required Proficiency noted with * all RN +required for RN <2yr experience	Procedure Reviewed	Competency Validated Preceptor signature & date
DEMONSTRATED SKILL IN USE OF EQUIPMENT				
Pressure mattress				
Infusion Pumps (specify)		*		
Infusion Pumps (specify)		*		
Glucometers		*		
C-PAP		*		
Oxygen Delivery				
Ventilator (specify) set up, troubleshooting		* 2x		
Mechanical lift (specify)				
Other Equipment (specify)				
DEMONSTRATES KNOWLEDGE OF CLIENT EDUCATION				
Demonstrates skill in teaching clients		+		
Assess learning needs of client/family		+		
Establishes teaching plan with measurable objectives and time frames		+		
Documents client response		+		
Evaluates effectiveness of plan				
Documents response and progress toward goals		+		
Modifies plan to accommodate client specific needs – including obtaining Dr orders		+		
DEMONSTRATES KNOWLEDGE OF AGENCY SAFETY REQUIREMENTS AND ASSESSMENT OF SAFETY NEEDS IN THE HOME				
Fire safety and use of extinguishers and warning devices				
Home safety evaluation (documentation /action taken)				
Restraints – AGENCY DOES NOT ALLOW APPLICATION OF RESTRAINTS	N/A	N/A	N/A	N/A
TRAINER Signature	Initials	TRAINER SIGNATURE	Initials	