



## Hospice of the Valleys

**Job Title:** RN Case Manager  
**Reports To:** RN CM Supervisor  
**FLSA Status:** Non-Exempt  
**Approved Date:** 10/10/13  
**Revised** 8-3-17

### POSITION SUMMARY

The Hospice RN is an experienced registered professional nurse who initiates and coordinates the hospice care plan, provides skilled and palliative care and coordinates the services provided to his/her patients. The RN works cooperatively with the attending physician, Hospice Medical Director, and other members of the interdisciplinary team (IDT). The RN participates in patient care conferences and supervises the Hospice Aides assigned. The RN regularly reviews and updates the plan of care in collaboration with the IDT. Performs prescribed medical treatments, including pain management and symptom control, conducts assessments and evaluations, provides education and supportive care to patient and caregiver.

### QUALIFICATIONS

1. Graduate of an accredited school of nursing.
2. Current RN License within the State. BSN preferred. Certification in Hospice and Palliative Nursing desired.
3. Minimum of one-year experience as a professional nurse within the last 3 years or have a Baccalaureate in Nursing from a program accredited by the National League for Nursing.
4. Demonstrated competency in performance of professional nursing functions.
5. Requires excellent oral and written communication skills.
6. Ability to work with dying patients and their families. Possesses a sympathetic attitude toward caring for the hospice patient and demonstrates positive communication skills in interacting with other members of the hospice team.
7. Ability to maintain a high level of confidentiality concerning patient and family information.

8. Competent using computers with knowledge of electronic medical records documentation.
9. This position requires a personal vehicle in order to perform the essential job functions. A valid California driver's license including an acceptable driving record, and auto insurance coverage, as set forth below, are required. You will be required to travel within the organization's area of service which includes; Aguanga, Canyon Lake, Fallbrook, Hemet, Homeland, Lake Elsinore, Menifee, Murrieta, Nuevo, Perris, Quail Valley, Romoland, San Jacinto, Sun City, Temecula, Wildomar, and Winchester. This travel may include freeway, city and rural road travel and travel during busy commuter times.

#### Definition of Acceptable Driving Record

- No more than three moving violations or more than one chargeable accident during the past 36 months, and
- No major convictions (driving under the influence of alcohol or drugs, reckless driving, etc.) within the past seven years, and
- No license suspensions or revocations within the past seven years.

#### Vehicle Insurance Requirements

- \$10,000 property damage and a minimum of \$100,000/\$300,000 bodily injury coverage.
- Drivers are required to provide Hospice of the Valleys with a copy of their automobile insurance declaration page indicating proof of property and liability coverage prior to employment and ongoing with each policy renewal period.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following non-inclusive list. Other duties may be assigned. Nothing in this job description restricts management's right to assign or reassign duties to this job at anytime. All duties are to be performed in compliance with applicable laws, regulations, and Hospice of the Valleys policies and procedures.

1. Perform comprehensive nursing evaluations.
2. Assess for signs and symptoms of discomfort including presence of pain and takes prompt and appropriate action.
3. Initiate plan of care and appropriate supervises, provides appropriate nursing follow-up to all patients. Instructs caregivers in managing patient needs and submits appropriate documentation within 24 hours of visit.
4. Coordinate all services provided to patients/families in all settings to ensure quality of care and services as well as appropriateness of care.
5. Supervise the implementation of the approved plan of care, modifies as needed, and contacts physician when appropriate.
6. Provide supervision of Hospice Aides and LVN/LPN.

7. Demonstrate flexibility in scheduling, and readily accepts new admissions and emergency assignments as requested.
8. Maintain knowledge of state and federal regulations.
9. Observe for safety hazards in the patient's and organization's environments and takes appropriate steps to reduce or eliminate them.
10. Maintain continuing education through academic studies, seminars, and workshops.
11. Attend and participate in in-services, staff meetings, and patient care conferences.
12. Completes all documentation in an accurate, legible manner and in the timeframe required by standards and regulations.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continuously required to sit; use hands to finger, handle, feel or grasp and talk or hear. The employee is continuously required to reach with hands and arms. The employee is repetitively required to stand, and walk. The employee is frequently required to bend, stoop, stretch and climb. The employee must regularly lift and/or move up to 25 pounds from shoulder to overhead and occasionally lift and/or move up to 40 pounds from floor to waist and waist to shoulder. The employee must be able to perform patient transfers, utilizing appropriate techniques, up to 150 pounds. The employee must be able to push/pull 59 lbs. The employee must be able to drive a car to patient home 2-4 hours per day. Specific vision abilities required by this job include close vision to distance.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The employee will be required to operate standard equipment used by registered nurse in performance of duties: blood pressure cuff, pain reduction pumps, drawing blood, etc. The noise level in the work environment is usually moderate to occasional low.

Protective Equipment Required = As required by task and procedures.

Exposure/Risk Category = I - Exposure to blood, blood products and body fluids likely

HIPAA Level = 1

Employee Name: (Last, First)	Signature:	Date:
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