



Hospice of the Valleys

Job Title: Float Nurse
Reports To: RN Admissions Supervisor
FLSA Status: Non-Exempt
Approved Date: 5-29-2015
Revised: 8-3-17

POSITION SUMMARY

Responsible to the nursing team leaders for completion of assigned primary, admit or liaison nursing functions based on staffing and patient/family needs on a daily basis.

QUALIFICATIONS

1. Current RN License within the State. BSN preferred. Certification in Hospice and Palliative Nursing desired.
2. 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.
3. Demonstrated competency in performance of professional nursing functions.
4. Requires excellent oral and written communication skills.
5. 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.
6. Ability to maintain a high level of confidentiality concerning patient and family information.
7. Competent using computers with knowledge of electronic medical records documentation.
8. Availability to work evenings, nights, weekends and holidays.
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. Assist primary nurses in the management of their caseloads and assist team leader in responding to patient/family needs in accordance with the plan of care.
2. Communicate with interdisciplinary team assigned to the patient to ensure continuity of patient care.
3. Provide liaison/information visits as assigned.
4. Assess and admit patients, develop plan of care and complete related paperwork in accordance with HOV policies and procedures.
5. Check with nurse team coordinator(s) daily for direction concerning essential and suggested team support activities for that day.
6. Provide phone triage and support to patient/families as needed and requested.
7. Assist with nurse team coordinators' activities as requested.
8. Assist with the maintenance of medical records, assuring accuracy, completeness and compliance with licensing and certification regulations as requested.
9. Share in providing 24-hour, 7 day-a-week coverage to patient/families when necessary.
10. Accept other assignments as appropriate.

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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