



Hospice of the Foothills

Human Resource Department Job Requirements

Job Title: Case Manager- RN

Summary of Duties and Responsibilities: Provides skilled nursing assessment, planning, implementation, direct patient care and evaluation of care for the terminally ill patient and family.

Primary Department: Out Patient Care Unit

Reporting Relationship: Clinical Care Manager (CCM)

Position Type: Non-Exempt, Full Time, Benefitted

Salary Grade: 12

Job Details and Essential Functions:

- Responsible for assessment, planning, implementation, evaluation and revision of nursing needs for assigned patient/family and documenting in the electronic medical record (EMR)
- Coordinate and implement the Hospice Interdisciplinary Plan of Care for each assigned patient
- Participates in patient care meetings and staff meetings
- Collaborates with physicians, Medical Director and other staff regarding changing patient status
- Supervises caregivers, volunteers, home health aides, homemakers and other nursing staff on the delivery of patient care plans
- Performs administrative functions relating to clinical records, Plan of Care, and mandatory abuse reporting requirements.
- Provides consultation and support to patients/families regarding hospice services and Medicare Hospice benefits
- Shares in providing 24-hour, 7-day a week call coverage and assists other RN Case Managers with their cases as needed
- Participates in community education, volunteer and Hospice activities and in-service as requested
- Works collaboratively with patients, family members, physicians, hospital staff and other individuals and agencies involved in providing care
- Participates in collecting and recording data for utilization, outcomes and Performance Improvement Plans with Quality Assurance Improvement Program (QAPI)
- Performs other duties that are consistent with meeting departmental and organizational goals and objectives
- May be assigned to assist in other work areas such as triage, intake, SNF/RCFE, or other areas assigned by CCM

Knowledge and Skills

Required

- Ability to use independent judgment to make sound decisions
- Ability to maintain confidentiality and follow HIPAA and patient privacy laws
- Strong, clerical skills including typing, copying, scanning and faxing
- Ability to critically think and provide necessary interventions
- Ability to communicate effectively, both orally and in writing
- Public speaking, developing relationships with identified partners, groups, businesses with whom Hospice of the Foothills may have or need to establish affiliation



Hospice of the Foothills

Human Resource Department

Job Requirements

Job Title: Case Manager- RN

Education & Experience

Required

- Minimum of one year nursing experience. Preferable in Hospice, Home Health or Community Health Experience.
- Working knowledge of Electronic Medical Records

Desired

- Strong knowledge of state and Medicare hospice regulations
- Prior Hospice experience as a RN Case Manager

License / Certifications

Required

- Maintain and possess current RN License in the state of California
- Possess and maintain valid California driver's license, a reliable automobile and evidence of appropriate liability insurance
- Possess and maintain current CPR certificate

Desired

- Hospice and Palliative Nursing Association certification



Hospice of the Foothills

Human Resource Department Job Requirements

Job Title: Case Manager- RN

Physical and Mental Job Requirements

Hospice of the Foothills will provide a safe and healthy work environment, safety training, and promote safe working practices. All employees will utilize the training provided to perform work safely at all times and prevent unsafe work practices. All employees will assist management in accident prevention. Unsafe work practices, including those resulting in injuries, will not be tolerated and may result in disciplinary action up to and including termination. Below is information pertaining to the physical and mental requirements of the above specified job.

ACTIVITY (Hours per day)	NEVER 0 hours	OCCASIONALLY up to 3 hours	FREQUENTLY 3–6 hours	CONSTANTLY 6–8+ hours
Sitting		x		
Walking		x		
Standing		x		
Bending (neck or waist)		x		
Twisting (neck or waist)		x		
Squatting		x		
Climbing		x		
Kneeling		x		
Lifting is a requirement?	Yes X		No	<input type="checkbox"/>
Heavy Lifting	0-25 pounds	25-40 pounds	40-65 pounds	65-85 pounds
Frequency of lifting weight marked above	CONSTANTLY x	OCCASIONALLY x	OCCASIONALLY x	OCCASIONALLY x
Is repetitive use of hand required?	Yes X		No	<input type="checkbox"/>
Simple Grasping (right hand)		x		
Simple Grasping (left hand)		x		
Power Grasping (right hand)		x		
Power Grasping (left hand)		x		
Fine Manipulation (right hand)		x		
Fine Manipulation (left hand)		x		
Pushing & Pulling (right hand)		x		
Pushing & Pulling (left hand)		x		
Reaching (above shoulder level)		x		
Reaching (below shoulder level)		x		
Customer/Patient Interaction				x



Hospice of the Foothills
Human Resource Department
Job Requirements

Job Title: Case Manager- RN

Acknowledgement

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____