Hospice of the Foothills
Position Description

Position Title: Admissions Nurse
Accountable to: Nurse Supervisor

Position Summary: Performs consultation and admission visit to assess patient’s needs and completes admission assessment and contractual agreement documentation for Hospice of the Foothills program. This is a non-exempt, benefited full time position; 32 – 40 hours per week covering Monday through Friday and rotating Saturdays. A Registered Nurse License is required.

- Possesses understanding of the Hospice program and benefits.
- Obtains orders for and procures immediate medications and needed DME/supplies.
- Performs physical assessment of patients’ condition, safety, knowledge, pain and symptoms.
- Initiates the Plan of Care,
- Instructs on disease understanding, progression, and immediate interventions.
- Documents assessment, current medications and initiates appropriate care plans.

Essential Functions:

1. Responsible for assessing patient’s medical status, planning, teaching and implementing immediate medical interventions on day of admission.
2. Actively participates in coordination of all aspects of patient’s care, in accordance with current professional standards and practice.
3. Participates in ongoing interdisciplinary comprehensive assessment.
4. Develops and evaluates the Plan of Care (POC)
5. Contributes to patient and family counseling and education.
6. Participates in QAPI program and Hospice sponsored in-service.
7. Coordinates medications and DME needs for same-day delivery.
8. Collaborates with attending physician, Hospice Medical Director, Clinical Coordinator and Social Worker regarding patient admission and follow up needs.
9. Responsible for completion of all elements of admission process and first 24-hours care.
10. Performs timely administrative functions relating to admissions, clinical records, Plan of Care, mandatory abuse reporting requirements, and Home Health Aide assignments.
11. Communicates admissions information, issues and concerns in patient care meetings to assure smooth transition and continuity of care with other assigned staff, including a detailed report to the assigned Case Manager and assigned Social Worker.
12. Provides consultation and emotional/physical support to patients/families regarding Hospice services and disease processes.
13. Participates in community education, volunteer and Hospice activities as requested.
14. Performs routine nursing visits when required.
15. Serves as backup to Intake Coordinator, RNs and Director of Patient Care Services as requested.
16. Is available for On-call rotation when required.
17. Performs other duties as assigned by DPCS or IN.
18. HOF may assign the AN to any workplace setting based on HOF needs including office, RCFE, HOFCCH, SNF and Home.

Other Functions:
1. Other duties as assigned, including work in other areas to cover absences or relief to equalize peak work periods or otherwise meet the needs of the organization.
2. Responsible for supporting and helping to ensure a safe environment for patients/families, and a safe working environment for self and co-workers.

Success Factors:
1. Maturity and ability to cope with the demands of the job.
2. Empathetic attitude toward the care and needs of the terminal patient and their family.
3. Ability to work in a dynamic, rapidly changing environment.
4. Excellent listening, verbal, and written communication skill
5. Ability to follow written directions and to provide accurate and timely documentation.
6. Ability to work as a member of an interdisciplinary team.

Nursing Skills:
1. Commitment to principles, practices and procedures of nursing in a Hospice environment
2. Demonstrated competence in Hospice care delivery techniques, with willingness to learn ‘Most Current’ Hospice nursing competencies and procedures
3. Dedication to 'Nursing Practices Act' record keeping requirements
4. Attention to details of day-to-day operations of a Congregate Living health facility
5. Routine nursing skills practiced in a clinical environment
6. Intolerant of conditions that are symptomatic of neglect or abuse

Patient Interpersonal Skills:
1. Sensitivity to and ability to interact with various racial, religious, and ethnic cultures in the organization service area
2. Ability to solicit sensitive information from patients and their families/caregivers
3. Ability to remain calm with patients and their families/caregivers under fast paced, emotional conditions
4. Explain complex ideas and procedures so patients and their families/caregivers can understand the issues related to Hospice care

Management Skills:
1. Providing accurate and timely records of critical events
2. Cooperation with the Governing Body, COO, CEO, physicians, IDT members, and other HOFCCH coworkers
3. Read, write, and communicate on a professional level
4. Perform multiple tasks in a timely manner
5. Deal effectively with various personalities on a routine basis and in a professional manner
6. Develop and maintain a professional relationship with co-workers
7. Follow written and verbal directions while retaining the ability to tactfully question directions that seem unclear, unsafe, or illegal
8. Identify and solve routine problems encountered in the HOFCCH.
9. Meet deadlines and remain on timelines

Language Skills:
1. Able to read, write and comprehend verbal and written instructions and correspondence.
2. Able to effectively present information in one-on-one and small group situations to patients/families/caregivers, and other employees of HOF and HOFCCH.

Math Skills:
1. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

Reasoning Ability:
1. Ability to apply common sense understanding of written, oral, or diagrammatic correspondence.

Continuing Education Requirements:
1. Participate in appropriate continuing education as may be requested and/or required.
2. Expected to accept personal responsibility for other educational activities to enhance job-related skills and abilities, and to attend mandatory educational programs.

Performance Improvement and Compliance Requirements:
1. Expected to endorse, promote and participate in the Performance Improvement Program.
2. Expected to comply with Federal and State regulations governing Hospice and HOFCCH programs, and to adhere to Hospice and HOFCCH standards of conduct.

Qualifications:

Education & Experience
1. Possess and maintain current California RN license.
2. Possess and maintain current CPR certificate.
3. Possess and maintain valid California driver’s license, a reliable automobile and evidence of appropriate liability insurance.
4. Knowledge of State and federal Medicare Hospice regulations desirable.
5. Knowledge of terminal care criteria and end of life issues.
6. Demonstrate communications and interpersonal skill.
7. Demonstrate adaptability, organization, attention-to-detail, thoroughness, responsibility and leadership qualities.
8. Minimum one-year RN experience, preferable in Hospice, home health, community health or Medical/surgical area.
9. BSN with public health certificate preferred.
SAFETY
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 from employment.

Physical & Mental Requirements

<table>
<thead>
<tr>
<th>Physical &amp; Mental Requirements</th>
<th>Admissions Nurse</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate the Essential Functions for their Frequency, Duration and Weight/Pressure using the following categories:</td>
<td></td>
</tr>
<tr>
<td><strong>Frequency:</strong> S=Seldom (less than 25%) M=Moderate (25-50%) O=Often (51-75%) C=Continuous (76% or more).</td>
<td></td>
</tr>
<tr>
<td><strong>Duration:</strong> S= Short (less than 1/3) M=Moderate (1/3 to 2/3) L=Long (2/3 or more).</td>
<td></td>
</tr>
<tr>
<td><strong>Weight/Pressure:</strong> L=Light (Up to 20 lbs) M=Moderate (21-40 lbs) H=Heavy (41 lbs or more).</td>
<td></td>
</tr>
<tr>
<td>NA: Not Applicable.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Factor</th>
<th>Frequency</th>
<th>Duration</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitting</td>
<td>O</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Standing</td>
<td>O</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Walking</td>
<td>O</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Climbing</td>
<td>S</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>Bending</td>
<td>O</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Stooping</td>
<td>M</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Squatting</td>
<td>M</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Kneeling</td>
<td>M</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Leaning</td>
<td>M</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Twisting</td>
<td>M</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Lifting</td>
<td>M</td>
<td>S</td>
<td>H&gt; 41 lbs</td>
</tr>
<tr>
<td>Carrying</td>
<td>M</td>
<td>S</td>
<td>H&gt; 41 lbs</td>
</tr>
<tr>
<td>Reaching</td>
<td>M</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>Grasping</td>
<td>M</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Keying</td>
<td>S</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>Seeing</td>
<td>O</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Talk/Listen</td>
<td>O</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Read</td>
<td>O</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Write</td>
<td>O</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Work Indoors</td>
<td>O</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Work Outdoors</td>
<td>S</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>Drive vehicle</td>
<td>M</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Extreme Temperatures</td>
<td>S</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>Dust/fumes</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Chemicals</td>
<td>S</td>
<td>S</td>
<td></td>
</tr>
</tbody>
</table>

I acknowledge that I have received a copy of the description for my current position at Hospice of the Foothills.

________________________________________
Employee's Signature

Employee's Printed Name          Date