

# KOSCIUSKO HOME CARE & HOSPICE, INC.

## JOB DESCRIPTION

**JOB TITLE:** Registered Hospice Nurse

**FLSA STATUS:** Non-Exempt

**REPORTING RELATIONSHIP:** Reports to the Hospice Director.

### GENERAL SUMMARY:

Coordinates primary care services for patients and families admitted to hospice. Appraises the health and safety needs of the hospice patient and family. Interprets patient needs to other disciplines. Provides health instruction and emotional, social and spiritual support to patient and family/caregiver. Participates in the development and application of agency policies. Participates as a member of the interdisciplinary team.

### ESSENTIAL FUNCTIONS:

1. Provides, under medical direction, skilled nursing care to hospice patients. This may include performing diagnostic tests, obtaining lab specimens and providing treatments. Utilizes standard/transmission-based precautions.
2. Participates in the Hospice Interdisciplinary Team meetings and keeps team members informed in changes in patient's condition. Works closely with team to see that physical, emotional, social and spiritual needs are met to the greatest degree possible. Observes, evaluates and reports to the attending physician and team members changes in the patient's condition and environment that may affect the patient's care. Communicates and cooperates with other members of the interdisciplinary team.
3. Develops a plan of care in conjunction with members of the interdisciplinary team to meet the physical, social, emotional, and spiritual needs of the hospice patient and family/caregiver. Plans for continuity of care with interdisciplinary team members.
4. Maintains required documentation and submits documentation in timely manner. Coordinates clinical record as required.
5. Demonstrates knowledge of internal/external regulatory requirements for the hospice industry.
6. Assesses present and potential problems, needs and resources of the patient and family. Assesses and utilizes patient and family support systems, i.e., extended family members, friends, neighbors, companions and clergy. Recognizes and interprets behavior patterns that influence the ability of patient and family/caregiver to meet basic needs.
7. Instructs patient and family regarding needed care and treatments and documents progress. Supervises and evaluates patient's self care and care that is given by family/caregiver or home health aide. Provides instruction to the patient and family/caregiver regarding implications of the diagnosis and the nature of the treatment, as specified by the physician. Provides patient and family/caregiver with information, emotional support and encouragement that will enable them to adopt attitudes and actions that reduce anxiety, tension, fear and fatigue. Helps family accept other appropriate care and assistance.

**Job Description**  
**Registered Hospice Nurse**  
**Page 2**

8. Works closely with the Hospice Director in providing quality care through compliance with policies and objectives of the agency and adheres to other agency policies.
9. Maintains competency in nursing skills and knowledge, demonstrates ability to perform skills specific to patient population identified in unit specific skill list: infant, adolescent, adult or aged.
10. Maintains working relationships with other health and social service agency personnel to assist in planning, implementing, and evaluating to patient/family/caregiver. Participates in public relations activities as required.
11. Participates in the Continuous Quality Improvement Program.
12. Maintains knowledge of current trends and developments in the field by reading appropriate books, journals and other literature and attending related seminars, conferences, etc.
13. Responsible for knowing the lifting requirements of the job and requesting assistance when appropriate.

**NON-ESSENTIAL FUNCTIONS:**

1. Performs other duties as required or assigned.

**JOB QUALIFICATIONS:**

Education:

Must be a registered nurse from an accredited school of nursing.

Experience:

Minimum of two years experience as a registered nurse.

Other:

Must have good verbal and written communication skills.

Must have knowledge of hospice philosophy, and working knowledge of Home Health Care and Hospice regulations, policies and procedures.

Must demonstrate knowledge and skills necessary to provide care appropriate to the age to the patient (infant, adolescent, adult, or aged).

Must be able to provide own transportation.

Must be able to lift 75 pounds, assist with 150 pounds.

**Job Description**  
**Registered Hospice Nurse**  
**Page 3**

**WORKING CONDITIONS:**

Exposure to potentially hazardous conditions due to patient contact (contagious viruses, bacteria, etc.)

**APPROVALS:**

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Effective: 5/93  
Updated:  
Salary Range: Grade 12