

# HOME HEALTH REGISTERED NURSE

**DEPARTMENT:** Home Health

**FLSA STATUS:** Non-exempt

**SUPERVISOR:** Home Health Director

**DATE:** August 1, 2024

**AREA OF SUPERVISION:** LPN, Nursing Assistants/Nurse Aides

## DUTIES AND RESPONSIBILITIES

Observe and evaluate physical, emotional, and social needs of clients; prepare and administer medications; chart as required; give treatments; consult with physicians; communicate with director of home health and staff.

The person holding this position is delegated the responsibility for carrying out the assigned duties and responsibilities in accordance with current existing federal and state regulations and established company policies and procedures.

## FUNCTIONS

1. Participate in staff meetings, inservices, case conference and plan of care meetings.
2. Assist in interpreting goals and objectives of agency to nursing service personnel.
3. Administer parenteral, intramuscular, and sub-cutaneous injections.
4. Ensure individual OASIS Assessment and Comprehensive Plan of Care is completed and followed.
5. Transcribe physician's orders.
6. Assist in writing and updating Patient Assessment and Comprehensive Care Plans as patient's condition changes.
7. Personally receive or place calls to physician.
8. Order medications.
9. Be sensitive to clients' families and respond in an appropriate professional manner.
10. Order medication as required.
11. Be sensitive to clients' families and respond in an appropriate professional manner.
12. Completes certification/recertification orders and discharge summaries.
13. Uses Computer for Oasis, start of care and other documentation as required.
14. Provide skilled nursing assessment upon admission to the agency and at intervals specified by agency policy.
15. Provides treatments and procedures requiring special nursing skills.
16. Provides skilled nursing care to patients and families in the home setting, according to physician orders and agency policies and procedures.
17. Collaborates with physician and other appropriate health care professionals in coordination with patient, family members to develop and update the plan of care.
18. Implements home care services according to the plan of care.
19. Process and implements physician orders.
20. Continually assesses patient's needs and alters plan of care as appropriate.
21. Coordinates all home health services provided with all members of the home care team as designated by the plan of care.
22. Observes, assesses, and communicates all pertinent clinical and psychosocial information to the physician, the supervisor and other health care team members as indicated through care coordination activities.
23. Directs and supervises home health aide and LPN services.
24. Documents clearly and accurately in accordance with federal and state regulations, and agency policies.

25. Performs continuous record review according to agency policy.
26. Submits all required documentation in time frames specified by agency policy.
27. Communicates changes in patient status appropriately and timely.
28. Identifies needs for additional healthcare related services and makes appropriate referrals.
29. Provides patient/family teaching, regarding disease process, infection control and prevention, home safety, medication regime, and day to day management of the patient.
30. Counsels and educates patient and family in meeting nursing and related needs.
31. Participates in the on-call rotation as required.

**Risk Exposure Categories:**

- 1=Tasks may involve exposure to blood/body fluids.
- 2=Tasks do not involve contact with blood/body fluids but could result in performing a Category 1 task.
- 3=Tasks do not involve any risk of exposure to blood/body fluids.

## WORKING BEHAVIORS

1. Adhere to and carry out all policies and procedures, including but not limited to:
  - Reporting on-the-job injuries to the supervisor immediately (within 10 minutes) of the accident occurring on the shift.
  - Reporting instances of harassment following the procedures outlined in your employee handbook.
  - Following the drug and alcohol policy set forth in your employee handbook.
  - Arriving for work dressed according to the dress code. Good personal hygiene is also expected.
  - Arriving to work on time and as scheduled as set forth in your employee handbook.
  - Report any patient abuse to the Administrator or Supervisor in accordance with company policy.
2. Establish and maintain constructive working relationships with coworkers, clients, families and visitors.
3. Maintain confidentiality of verbal and written information pertaining to residents and facility operations.
4. Maintain confidentiality of verbal and written information pertaining to personnel if it relates to medical information, harassment investigations, issues related to violence in the workplace or reference inquiries.
5. Promote the workplace in a positive way.
6. Promote teamwork in providing services to clients.

## PHYSICAL REQUIREMENTS

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

|   | <b>Rarely<br/>(0-12%)</b> | <b>Occasionally<br/>(12-33%)</b> | <b>Frequently<br/>(34-66%)</b> | <b>Regularly<br/>(67-100%)</b> |
|---|---------------------------|----------------------------------|--------------------------------|--------------------------------|
| Standing/Walking:   |                           |                                  |                                | X                              |
| Sitting:  |                           |                                  | X                              |                                |
| Lifting/Carrying: 20-50 lbs.  |                           | X                                |                                |                                |
| Pushing/Pulling 20-50 lbs.  |                           | X                                |                                |                                |
| Climbing/Balancing:   | X                         |                                  |                                |                                |
| Stooping:   |                           |                                  | X                              |                                |
| Squatting:  |                           |                                  | X                              |                                |
| Kneeling:   |                           | X                                |                                |                                |
| Reaching:   |                           |                                  | X                              |                                |
| Hearing/Listening: Must be able to hear well enough to communicate with co-workers and clients      |                           |                                  |                                | X                              |
| Fingering/Grasping/Feeling:<br>Dexterity necessary to handle and manipulate equipment and supplies. |                           |                                  |                                | X                              |
| Seeing: Must be able to read reports, instructions, and observe clients                             |                           |                                  |                                | X                              |
| Color Perception: (Red, Green, Amber)   |                           |                                  | X                              |                                |
| Animals/Plants  |                           | X                                |                                |                                |

### MENTAL/REASONING REQUIREMENTS

Reading Simple       Writing – Complex       Analysis/Comprehension  
 Reading-Complex       Clerical       Judgement/Decision Making  
 Writing – Simple       Basic Math Skills

### EXPOSURES

Airborne particles       Explosives       Muscular Strain       Temperature  
 Caustics       Fumes       Noise       Toxicants  
 Chemicals       High places       Odors       Vibration  
 Electrical Current       Moving Parts       Physical abuse       Vision strain  
 Slippery Floors       Weather

### WORK AREA AND ENVIRONMENT

Office, other areas in agency, client's homes, time spent inside vehicle.

### QUALIFICATIONS

License/Registration: Hold a current, unencumbered license in this state as a registered nurse. Registered with the State Board of Registration in this state. Current driver's license.

Continuing Education: As required to retain license and registration

Education: Must be a graduate of a state approved school of professional nursing.

Experience: At least six months in public health or home health.

Job Knowledge: Nursing policies and procedures; administration of medication, possible side effects, and treatment as prescribed; federal, state, and local laws and regulations relating to patient care; comprehensive knowledge of nursing practices; physical, psychological, social, and medical needs of clients; organizational structure and duties of employees under supervision of Director of Home Health.

Professional Memberships: Recommended and encouraged.

Other: Caring attitude, observant, maintain good working relationship, judgment, and emotional stability.

### STANDARDS

1. Clients always come first, and their needs will be met unless there is a conflict with the needs of others or the organization as a whole.
2. Clients, patient families, co-workers and visitors will be treated with respect, dignity and kindness.
3. Every employee is responsible for ensuring the complete satisfaction of each patient in terms of quality of care, courtesy and professionalism of service, and the accuracy and efficiency of the reporting systems.
4. Employee behavior will consistently be in a manner that demonstrates both employee's and the company's commitment to an ethical, honest and above-board approach in all dealings with employees, customers, suppliers and the community. How you conduct yourself at work influences the perception of the business and reputation as a health care provider.

## RECEIPT OF JOB DESCRIPTION

I have carefully read and understand the job description, including the qualifications and requirements of the position of **Home Health Registered Nurse**. I certify that I can perform the essential functions of the position with or without accommodation.

The job description reflects the general nature and level of work considered necessary to perform the essential functions of the job identified and are not a detailed description of all work requirements that may be inherent in the job. I understand that other duties may be assigned to meet business needs as determined by the Company.

I understand Universal Precautions Risk Classification Categories may apply to this position and I may be exposed to AIDS, HIV, and hepatitis B viruses.

**I understand this job description is subject to change. This job description supersedes all prior job descriptions. Nothing contained in this job description or in any other statement of Company philosophy, including statements made in the course of performance evaluations and wage reviews, should be taken as constituting an expressed or implied promise of continuing employment.**

**I understand this job description is not a contract, expressed or implied.**

**Although we hope that your employment relationship with us will be long term, you are free to terminate the employment relationship at any time for any lawful reason or no reason. The Home Health Agency reserves the same right. Please understand that no supervisor, Administrator or representative of the Home Health Agency may enter into an oral employment contract. The owner of the Home Health Agency, or his representative designated in writing, are the only Company officials who have the authority to enter into any agreement with you for employment for any specified period of time.**

**Further, any employment agreement entered into by the President or his designated representative will not be enforceable unless it is in writing.**

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Signature of Employee

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Date