

ALPHA HOME HEALTH AGENCY, LLC Job
Descriptions

Effective Date: _____

Reviewed/Revised: _____

REGISTERED NURSE (RN)

Policy No.: 7-017.1

Job Title/Position: *Registered Nurse (RN)*

Reports To: *Director of Nursing*

JOB DESCRIPTION SUMMARY: The registered nurse plans, organizes and directs home care services and is experienced in nursing, with emphasis on community health education/experience. The professional nurse builds from the resources of the community to plan and direct services to meet the needs of individuals and families within their homes and communities.

ESSENTIAL JOB

FUNCTIONS/RESPONSIBILITIES

Patient Care

1. Completes an initial assessment of patient and family to determine home care needs. Provides a complete physical assessment and history of current and previous illness (es).
2. Regularly re-evaluates patient nursing needs.
3. Initiates the plan of care and makes necessary revisions as patient status and needs change.
4. Uses health assessment data to determine nursing diagnosis.
5. Develops a care plan, which establishes goals based on nursing diagnosis and incorporates therapeutic, preventive, and rehabilitative nursing actions. Includes the patient and the family in the planning process.
6. Initiates appropriate preventive and rehabilitative nursing procedures. Administers medications and treatments as prescribed by the physician.
7. Counsels the patient and family in meeting nursing and related needs.
8. Provides health care instructions to the patient as appropriate per assessment and plan of care.
9. Identifies discharge planning needs as part of the care plan development and implements prior to discharge of the patient.
10. Acts as Case Manager or Director of Nursing Back up when assigned by the Director of Nursing and assumes responsibility to coordinate patient care for assigned caseload.

ALPHA HOME HEALTH AGENCY, LLC Job Descriptions

Policy No.: 7-017.2

Job Title/Position: *Registered Nurse (RN)*

11. Supervises Licensed Practical Nurses, Personal Care Aides, and Home Health Aides in the required time frame.
12. Knowledgeable on federal and state regulations and Agency's policies and procedures regarding patient care.
13. Coordinates patient care and/or services.
14. Communicates with all members of the health care team, including physicians appropriately and in a timely manner.
15. Notifies the physician and the Director of Nursing of any changes in the patient's condition and the need to modify the plan of care.
16. Maintains currency of knowledge and skilled.
17. Participates in Alpha Home Health Agency, LLC's Performance/Quality Improvement program. (Quality Improvement is on-going and there is no program set up yet.)
18. Attends Agency meetings and in-service programs as required.
19. Obtains appropriate number of continuing education credits to maintain re-licensure status.
20. Maintains confidentiality of patient and Agency information at all times

Communication

1. Prepares clinical notes and updates the primary physician when necessary and at least every 60 days. PASSPORT consumer visits occur at least every 62 days.
2. Communicates with the physician regarding the patient's needs and reports any changes in the patient's condition; obtains/receives physician's orders as required.
3. Communicates with community health related persons to coordinate the care plan.

Additional Duties

1. Participates in on-call duties as defined by the on-call policy.
2. Ensures that arrangements for equipment and other necessary items and services are available.
3. Instructs, supervises and evaluates personal care aides' care provided every week.

ALPHA HOME HEALTH AGENCY, LLC Job Descriptions

Policy No.: 7-017.3

Job Title/Position: *Registered Nurse (RN)*

POSITION QUALIFICATIONS

1. Graduate of an accredited school of nursing.
2. At least 3 years experience in the home health care field.
3. Current licensure in state, CPR certification and valid driver's license.
4. Bachelor's degree, with two (2) years of home health care experience preferred.
5. Management experience not required. Responsible for supervising personal care aides.
6. Excellent observation, verbal and written communication skills, problem solving skills, basic math skills; nursing skills per competency checklist.
7. Must not have crimes listed on the BCI report & be free of sex offender upon verification
8. No signs of active TB per PPD and/or chest X-ray.

PHYSICAL DEMANDS

For physical demands of the position please see attached.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position without compromising patient care.

ENVIRONMENTAL REQUIREMENTS

- Will be required to work in an office environment and visit patient's homes.
- Will have exposure to blood any fluids and waste.
- Will have possible risk of bio-hazard contamination as well as bio-hazard sharps.
- Will be required to be available on a rotating basis for on-call duty.

By my signature below I acknowledge that I have received, read and understand the job requirements of this position.

Name/Signature

Date

Agency Representative Signature/Title Date