JOB DESCRIPTION: RN QUALIFIED PROFESSIONAL

POSITION SUMMARY:

Provides case management for a team of clients using nursing theory and process and in accordance with the state Nurse Practice Act.

Reports to: Agency Owner

Directs: Assigned team members of Personal Care Assistants

QUALIFICATIONS:

1. Graduated from an accredited school of professional nursing.
2. Current license as a Registered Nurse in the state(s) of practice. Baccalaureate degree preferred.
3. Minimum of two (2) years of nursing experience. Home care experience preferred.
4. Previous supervisory experience in a health care setting.
5. Effective written and oral communication skills and good interpersonal skills.
6. Organizational and time management skills.
7. Know of Home health regulatory and reimbursement requirements.
8. Current valid driver's license, safe driving record and reliable transportation.

ESSENTIAL FUNCTIONS/AREAS OF ACCOUNTABILITY:

1. Reviews client referral information and responds to requests and inquiries as appropriate:
2. Evaluates eligibility and appropriateness of client for home care services.
3. Determines authorization for services.
4. Performs client assessments based on agency standards of practice to ensure effective and appropriate home care services:
5. Applies standard nursing principles and practices to utilize a holistic approach to client care.
6. Considers the physical, psychological and socioeconomic needs of the client, the level of family acceptance and the ability for client needs to be met in the home.
7. Collaborates with health care professionals, clients and families in developing a care plan.
8. Directs, plans and initiates appropriate action independently and responsively in home care situations:
9. Makes decisions/recommendations that reflect consideration of immediate and long-range effects (frequency of visits, components of care plan, additional services).
10. Monitors documentation of clinical records to ensure compliance with regulatory standards of timeliness, accuracy and completeness.
11. Communicates with other disciplines/departments when required.
12. Promotes personal safety and a safe environment for clients and coworkers:
13. Demonstrates knowledge of safety/infection control practices by compliance with policies and procedures.
14. Recognizes and responds appropriately to potentially unsafe situations.
15. Demonstrates safe and competent practice in the use of equipment.
16. Assesses safety of environment and takes initiative to prevent accidents and promote safety.
17. Participates in all mandatory education per established guidelines.
18. Performs job duties in accordance with agency policies, procedures and professional and community standards:
19. Maintains confidentiality in all aspects of the job. Does not reveal information from client records to others, except as identified in agency policy.
20. Secures written confidential documents in a manner that prevents unauthorized release.
21. Provides care in accordance with state regulations.
22. Completes assigned tasks with established guidelines and time frames.
23. Performs other job duties as assigned.

PHYSICAL/ENVIRONMENTAL DEMANDS:

See ADA Requirements.

I have read and understand the above job description of the RN Case Manager.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_