

NANTUCKET COTTAGE HOSPITAL
57 Prospect Street, Nantucket, MA 02554

JOB DESCRIPTION

Job Title: Primary Care RN

Department: Visiting Nurses

Position Reports To: Manager, Visiting Nurses

Date Written: March, 1997

Shift: Days and/or Evenings, Rotates,
 Other, Weekends and On-Call Evenings

Date Revised : April 2007

Salary Grade: MNA 1

Employment Classification: Non- exempt

Job Summary:

The Primary Care Registered Nurse provides professional nursing care to clients served by the department in accordance with physician orders and administers the Plan of Care and case management to the clients, following the policies and procedures of the Visiting Nurses Department.

Essential Job Duties and Responsibilities

1. Assesses clients and formulates plan of treatment and care plan with appropriate goals and discharge plans.
2. Responsible for accurately completing all clinical documentation related to client care (plan of treatment, assessments, medication sheets, OASIS, etc.)
3. Communicates in an appropriate and timely manner with the Primary Care Physician and the Manager about the initial POT and all changes that occur subsequently.
4. Formulates the Home Health Aide care plan with input from client and/or family.
5. Orients/supervises the Home Health Aide to patient's care plan initially and then Q 14 days after that., updating the care plan as indicated.
6. Provides the majority of home care visits to the client to insure continuity of care and good case management.
7. Responsible for orientating replacement and on-call RN's to client's plan of treatment.
8. Works in collaboration with the physician and other health care team members in reviewing and updating the Plan of Care as necessary.
9. Responsible for and conducts recertification at the appropriate intervals of 55-60 days and as indicated by clients condition (SCIC's) using the designated forms.
 - a. Participates in case conferences
 - b. Utilizes community resources and VN personnel for appropriate referrals.

Essential Job Duties and Responsibilities (cont'd)

10. Demonstrates cooperation with scheduling requests to meet department needs. Consistently meets work schedules.
11. Completes all OASIS documentation at appropriate intervals and checks for accuracy.
12. Provides instruction to client and/or family members on all aspects of disease process and disease management, documents education and client/ family response.
13. Maintains a safe environment for client.
14. Encourages client and/or family members to achieve the highest level of independent functioning.
15. Communicates with physician and other health care team members, regarding client's progress, changes in condition, needs and discharge planning.
16. Documents all communication in a timely manner on correct forms.
17. Knowledgeable in regulations specific to Home Care documentation requirements as well as state/ federal regulations.
18. Provides emotional support to client and/or family.
19. Seeks and obtains sufficient information necessary to function effectively in the health care setting assigned.
20. Accepts assignments and performs duties which are within the limits of preparation and experience.
21. Knowledgeable in Diagnosis coding and uses appropriate resources as needed.
22. Assumes responsibility for professional growth and skills through attendance and participation in continuing education, current literature & in-service programs.
23. Answers department telephones providing routine information, taking messages and/or referring call to appropriate party.

Qualifications and Skills Required for Position

Minimum Education Required

BSN preferred.
Associate's Degree preferred.
Graduate of approved School of Nursing.

Minimum Prior Experience Required For This Position

Prior recent experience of greater than 1 year but not more than 2 years on a medical/surgical unit required. Previous home health experience preferred.

Licenses/Registration/Certification Required For This Position

Current Massachusetts RN license required.
BLS certification required.
Valid driver's license required.
Professional certification in applicable nursing field(s) preferred.
Successful CORI/NAR

Contact With Others

Frequent internal and external contact where a great deal of tact is required but the next level of supervision is responsible for final decision.

Supervision Given

Supervision of a work group of up to five people.

Use Of Machines/Tools/Equipment

Note: All machines/tools/equipment require the use of fingers and hands to operate.

Telephone/fax machine, computer/typewriter, calculator, copier, wheelchairs/stretchers, beeper/two-way radio, and van/car.

Physical Effort Required Of The Position

Bending using back and knees.
Lifting of between 10 and 150 pounds may be required.
Frequent standing and walking required.
Climbing is often required.

Personal Protection: Available when required on an assignment are:

Face shields/mask, gloves, and protective clothing per standard precautions.

Exposure Hazard: The following hazards may vary.

Normal office environment, animals, exposure to infectious diseases, and blood borne pathogens.

Sensory Demands

Touch, smell, vision, hearing and verbal required in order to perform job duties.

Unusual/Odd Hours Of Work

Scheduling may be consistently flexible to meet work needs.

Miscellaneous

On-call rotation for weekends and evenings,

Must have access to a car for home health visits.

Must be available to work in the case of a declared hospital emergency.