

## Hospice Nurse Case Manager

### General Summary:

The Hospice Nurse Case Manager is responsible for the supervision and provision of nursing services for the assigned patient, interacts with the patient and family as a member of the Hospice Interdisciplinary Team, and participates in the availability and accessibility to nursing care 24 hours per day, 7 days per week. The Hospice of Dubuque employee maintains high standards of integrity and business ethics and provides all patient care in accordance with current professional standards of practice.

- As an active member of the Interdisciplinary Team, serves as nurse case manager of assigned patients/families, demonstrating responsibility for the supervision and provision of all nursing services for assigned patients.
- Visits patients in their place of residence to provide nursing assessment, perform interventions and update the plan of care.
- Conducts and completes the admission process with patients, their families and caregivers.
- Performs the initial assessment of patient and family needs, develops the initial nursing careplan for the initial plan of care and participates in the establishment of the coordinated plan of care between Hospice of Dubuque and facilities.
- Implements the established plan of care to meet patient/family needs, by providing direct nursing services and treatments and evaluating interventions as a part of the comprehensive assessment update.
- Assesses patient/family needs and appropriately intervenes in a timely manner.
- Participates in the comprehensive assessment updates to the plan of care.
- Instructs families in the care and services established in the plan of care.
- Provides supportive counseling and facilitates communication among family members and healthcare providers.
- Submits careplan and goals of individual patients for periodic review and evaluation by the attending physician.
- Informs physician of patient status and significant changes in a timely manner.
- Oversees completed filling of prescriptions, delegates as appropriate.
- Prepares written instruction for, and supervision of, the hospice aide.
- Supervises and teaches other nursing personnel, including licensed practical nurses and hospice aides.
- Reviews prescribed diagnostic tests, and from this information, evaluates patient's symptoms and healthcare needs.
- Records physical findings, planned interventions and results of intervention in a timely and concise manner.
- Recommends or initiates, when the IDT assesses it as a needed intervention, medications or other forms of symptom management such as PT, OT, ST or related therapeutic interventions.
- Initiates and intervenes in patient cares with a team approach.
- Participates in the Hospice of Dubuque Quality Assessment and Performance Improvement Program.
- Respects the patient's rights and treats the client and his/her property with respect.
- Maintains strict confidentiality of all information pertaining to the Hospice of Dubuque families and care activities.
- Abides by hospice rules, policies and procedures and applicable laws and regulations.
- Conducts self in an honest, ethical manner.
- Reports promptly any suspected violation of compliance standards to the Compliance Officer.
- Abides by the Health Insurance Portability and Accountability Act (HIPAA) requirement to use Protected Health Information in accordance with agency-determined minimum necessary information guidelines.
- Abides by privacy practices as described in Hospice of Dubuque's *Notice of Privacy Practices*.
- Performs other related duties as assigned including community education and volunteer training.

### Education:

Must be a graduate of a school of professional nursing. BSN preferred. RN license required. Nursing experience required—two or more years of experience preferred.

### Physical Demands:

Position requires loading and unloading of durable medical equipment weighing up to 45 lbs. The employee will not lift any item that is beyond his or her ability to safely lift without seeking assistance. Must be physically able to visit patients in their home and provide full physical care to bedbound patients in low beds.

### Environmental Demands:

Position may require up to 25% travel time. Must be outside and able to drive in all types of weather. Requires strict adherence to Standard Precautions.

### Comments:

Must have own transportation. Must have a valid driver's license and acceptable driving record. Must maintain a minimum of \$100,000 for bodily injury liability on own automobile liability insurance. Must have current nursing license(s) for state(s) served by Hospice of Dubuque. Must maintain personal hygiene and appearance.

### Send Resume to:

Lavonne Noel, Executive Director, Hospice of Dubuque, 1670 John F. Kennedy Road, Dubuque, IA 52002.