



JOB DESCRIPTION: REGISTERED NURSE

Description

Coordinates all aspects of the client's home care and interacts with other disciplines as needed. He/she provides professional care to the client, as indicated by Agency policies, State and Federal laws/ regulations. In-home, admission visits and eligibility determinations are part of the RN' duties, as is the development of the Care Plan. The RN also prepares paperwork necessary for Agency policies and federal/state laws and assists with the training and supervision of Care Aides.

Reporting Relationship

- ◆ Reports to Agency Manager/Administrator.

Qualification/Prerequisites:

- ◆ Is a graduate of an accredited school of professional nursing and is currently licensed as an RN through the State Board of Nursing.
- ◆ Has a minimum of one year's nursing experience, preferably with home care experience, 1-year experience in public health, hospital, or long-term care nursing
- ◆ Nurses serving pediatric participants must have 1-year of pediatric experience.
- ◆ Possesses and maintains good physical stamina and mental health and can present a pre-employment health clearance.
- ◆ Must be a licensed driver with at least one-year clean driving record.
- ◆ Has a vehicle that is insured in accordance with state and/or Agency requirements and is in good working order.
- ◆ Has excellent writing and charting skills.
- ◆ Can pass a background check and drug screen.

Responsibilities/Activities

- ◆ Assesses the home environment and determines needs of clients.
- ◆ Records the health needs of the client.
- ◆ Initiates Nursing or Care Aide's Care Plan and/or Homemaker/Companion Service Plan and associated paperwork, in accordance with Agency policy.
- ◆ Evaluates the effects of the care given and regularly re-evaluates the client's nursing needs.
- ◆ Evaluates and revises the Care Plan, as necessary.
- ◆ Makes referrals to other agencies or services as needed.
- ◆ Coordinates the care of all assigned clients.
- ◆ Prepares written instructions for the Care Aide.
- ◆ Supervises the Care Aide in the home.
- ◆ Instruct Care Aides in the proper use of practices, procedures, and equipment.
- ◆ Participates in in-service training programs and staff meetings.
- ◆ Serve as liaisons between clients and other health care professionals.
- ◆ Teaches, counsels, and demonstrates skills to clients and their families.
- ◆ Administers medications, monitor clients, and instruct clients on appropriate home care.



- ◆ Provides services based on the physician's orders such as, urinary catheter insertion and care, venipuncture, and administration of IV fluids or medications and changing dressings.
- ◆ Initiates appropriate preventive and rehabilitative nursing procedures.
- ◆ Counsels the client and his/her family in meeting nursing and related needs.
- ◆ Acts as the coordinator of the health care team.
- ◆ Provides reports to the client's physician when the client's condition changes or there are deviations from the Care Plan.
- ◆ Prepares clinical and progress notes on relevant and specialized nursing services he/she provides.
- ◆ Maintains a clinical record for each client receiving care.
- ◆ Submits documentation, as per Agency policy.
- ◆ Participates in Clinical Record Reviews.
- ◆ Directs the activities of the Licensed Practical Nurse, if relevant.
- ◆ Complies with Homecare Agency Compliance Plan.
- ◆ Complies with Homecare Agency's Infection Control Policies.
- ◆ Complies with Homecare Agency's HIPAA Policies.
- ◆ Complies with the Homecare Agency dress code.
- ◆ Complies with all state and local regulations and accreditation standards.
- ◆ Works weekends, holidays, and occasional overtime, when requested.
- ◆ Assumes rotational on-call responsibilities for client care during non-office hours.
- ◆ Projects a professional attitude toward self, clients, and other staff members.
- ◆ Follows Agency public relation policies regarding outside speaking and professional affiliations and clears all related requests with Agency Manager/Administrator.
- ◆ Assumes other duties, as requested by the Agency Manager/Administrator or Governing Board.

Required Working Knowledge

- ◆ Medical issues and nursing procedures.
- ◆ Professional standards and principles.
- ◆ Other health care disciplines and their role in client and family care.
- ◆ Home safety for situations, including physical and psychological dangers, for self, clients, and other Agency staff.
- ◆ Case Management practices.
- ◆ Clerical procedures such as maintaining records and completing forms.
- ◆ English language.

Required Skills/Abilities

- ◆ Adheres to practice standards, as they apply to client care.
- ◆ Establishes and maintains harmonious relations with clients/families/co-workers.
- ◆ Makes initial nursing assessment visits.
- ◆ Assesses both physical and psychological needs of clients and applies the appropriate nursing interventions.
- ◆ Initiates, coordinates & revises treatment plans.
- ◆ Evaluates clients' needs continually.



- ◆ Observes and recognizes changes in clients.
- ◆ Considers client's past experiences, finances, and other resources.
- ◆ Render nursing care and perform treatments, such as iv administration, as ordered by the physician
- ◆ Maintain confidentiality of information relating to client.
- ◆ Copes effectively with clients, families and all others with varying backgrounds, socioeconomic conditions, and value judgments.
- ◆ Applies well-developed communication skills.
- ◆ Observes accurately and make decisions accordingly.
- ◆ Honors the wishes of clients
- ◆ Works with a team and is a good team member.
- ◆ Can supervise others.
- ◆ Displays emotional stability and has a sympathetic disposition.
- ◆ Maintains objectivity in coping with the stress of working with acute, chronic, and terminally ill clients.
- ◆ Uses cognizant approaches to problem solving in delivering client care.
- ◆ Possesses ingenuity to handle medical and situational emergencies.
- ◆ Works alone without usual support systems immediately available.
- ◆ Deals with abrupt schedule changes.
- ◆ Participates in the quality assurance/quality improvement process.
- ◆ Prepares accurate, timely, and orderly reports & documentation.
- ◆ Complies with accepted professional standards and principles.
- ◆ Provides satisfactory references from previous (or current) employers and/or nursing school, and professional peers.
- ◆ Uses excellent observation, good clinical judgment, and good oral and written communication skills.
- ◆ Is self-directed with the ability to work with little supervision; has good organizational skills.
- ◆ Is flexible and cooperative in fulfilling role obligation.

Physical & Mental Demands:

Must be able to complete all physical & mental demands of the job, which may include, but not be limited to the ability to:

- ◆ lift and transfer clients and carry supplies;
- ◆ stand, walk, use hands and fingers, reach, stoop, kneel, crouch, talk, hear & see;
- ◆ read normal typewritten print;
- ◆ have corrected vision and hearing within normal range;
- ◆ have manual dexterity with normal range of motion of all extremities;
- ◆ has the mental fortitude and stability to handle stress;
- ◆ is physically and mentally able to drive a vehicle.

Potters of Eden, LLC



Please attach an updated copy of resume with references along with job description signed and dated.

I have read and understand the job description and agree to fulfill the position's responsibilities.

Registered Nurse's Signature

Date

Manager/Administrator Signature

Date

PRE-EMPLOYMENT BACKGROUND CHECK AUTHORIZATION

I, _____, understand that as part of the employment process, Potters of Eden, LLC need to complete a background check on me regarding:

- | | |
|--------------------------------------|--|
| 1. Criminal record; | 6. Motor Vehicle Records; |
| 2. Sex and Violent Offenders Record; | 7. Personal/Professional Reference Verification; |
| 3. Employment Verification; | 8. Medical Suitability |
| 4. Education Verification; | 9. Drugs/Alcohol |
| 5. License Verification; | 10. Child Abuse Clearance (If indicated) |

- I authorize all federal and state agencies, persons and organizations that may have information relevant to this research to disclose such information to Potters of Eden, LLC or its authorized agent(s).
- I understand that this authorization is to be part of the written and signed employment application.
- I also understand that I do not have to give authorization for a background check but if I don't give permission, my employment application will not be processed further.
- I understand that I have specific rights under the federal Fair Credit Reporting Act (FCRA) and may have additional rights under relevant State law.
- I further authorize that a photocopy of this authorization may be considered as valid as the original.

I hereby certify that all statements on this form are true and correct to the best of my knowledge and belief. I understand that employment with Potters of Eden, LLC is contingent upon successful completion of a background check.

Signature _____
Date

Full Name _____ Telephone No. _____

Former Name(s) and Date(s) used: _____

Current Address _____

Date of Birth _____ Social Security Number: _____

Current Driver's License: _____ State: _____

List any other cities, states and dates of residency during last 10 years (Use back of sheet, if necessary.)

City	State	From: Month/Year	To: Month/Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CONFLICT of INTEREST STATEMENT

It is the responsibility of each employee to recognize and avoid any situation involving a business conflict of interest. Employees are expected to promptly disclose any known relationships or activities that may result in real or apparent conflicts of interest. This information is disclosed to your Supervisor and/or the Agency Manager, thereby allowing issues to be worked before they develop into a problem. Through this action, an employee protects their own interests as well as those of the Agency.

All employees must complete this Conflict of Interest Statement upon hire and update the Statement annually or whenever the status changes.

Activities/situations that create a conflict of interest, or the appearance of one, must be declared on this Conflict of Interest Statement.

1. Do you have an outside job that may create a conflict of interest with your employment at this Agency?

Yes___ No___

Describe: _____

2. Do you have any other conflict of interest with your employment with this Agency? Yes___ No___

Describe: _____

I understand that failure to observe and abide by these obligations may result in disciplinary action which may include dismissal and/or contract termination.

I also understand that in some cases, failure to observe and abide by these obligations may result in criminal or other legal actions.

Signature

Date

Signature & Position of Agency Representative

Date