

Hospice of Southern Maine

Position Description

Title:	Nurse Practitioner	Reports to:	Medical Director/Clinical Operations Manager
Primary Location:	Gosnell House	FSLA Class:	Non-Exempt
Supervises:	None	Effective Date:	1/2017

Position Summary:

The Nurse Practitioner is responsible to provide medical services necessary to meet the needs of hospice patients, working in a collaborative model with physicians, primarily in a hospice inpatient setting. This position is also responsible to assure that HSM's programs are effectively represented to patients, families, and others who have an interest in hospice through pre-assessments, information sharing and/or admissions in a patient's home or health care facility.

Qualifications:

1. **Education:** Completion of approved nurse practitioner program; Master's preferred.
2. **Experience:** Three or more years of experience working in an inpatient or nursing facility, internal medicine or family practice environment required. Experience in a hospice program preferred.
3. **License/Certification:** Registered Nurse licensure, with current approval to practice as a Nurse Practitioner by the State of Maine. ARNP-CNP required. Current certification through the ANCC or AANP. Proof of schedule II prescriptive authority. Valid driver's license with an automobile that is insured in accordance with state and/or agency requirements and is in good working order. BLS certification or the ability to obtain certification within the first 90 days of employment required. Certification must be kept active during the course of employment.

Essential Duties & Responsibilities:

1. Assesses referrals to determine the appropriateness for hospice admission, based on hospice criteria and helps to facilitate admissions to the program.
2. Maintains a professional and helpful presence in hospitals, serving as a resource to medical professionals concerning hospice programs, palliative care and pain management.
3. Provides information to patients, families and others about hospice philosophy, goals, reimbursement, and services provided by HSM.
4. Makes evaluation visits to assess patients for Gosnell House admissions and occasional home visits to assess challenging and/or general inpatient level of care patients.
5. Ensures services are provided within the hospice plan of care, working with medical professionals to ensure only palliative care is provided.
6. Ensures timely and appropriate communication with community physicians to enhance and promote continuity of care.
7. Interprets, integrates and records data regarding diagnostic, laboratory and therapeutic interventions as appropriate. Orders diagnostic studies and other therapeutic interventions as appropriate.
8. Provides subsequent care to patients with assessment of condition and response to care.
9. Arranges and requests consultation from other subspecialty services when needed.
10. Performs bedside procedures common to end of life services, which may include: changing of dressings, debridement, general care for superficial wounds, nasogastric tube placement, foley catheter insertion, local infiltration of anesthesia, and establishment of peripheral vascular access. More advanced procedures may be performed, commensurate with required training and experience.

11. Assesses need for and orders medical and behavioral restraints in accordance with HSM policies and procedures.
12. Orders medications, including controlled substances, in accordance with state and federal laws and regulations, and HSM policies and procedures.
13. Instructs patient, family and nursing staff regarding medications and treatments; provides patient/family education.
14. Develops a transfer or discharge plan to include writing of transfer or discharge orders and summary, as well as prescriptions.
15. Maintains and reviews patient records, charts and other pertinent information, in written and electronic format.
16. Provides monitoring and continuity of care between physician visits and records in patient's medical record.
17. Completes documentation that clearly reflects care and services provided, is consistent with regulatory and agency guidelines in content and timeliness, in written or electronic format.
18. Records billing information on a daily basis per HSM policies and procedures.
19. Acquires new skills under the direct supervision of HSM physicians in accordance with the Maine State Board of Nursing's approved scope of practice, and in accordance with national standards.
20. Proactively identifies, reports and participates in the resolution of any potential or actual patient safety or ethical issues.
21. Utilizes basic computer skills to access information and document in electronic medical record as required.

Other Job Functions:

The following is a list of responsibilities of this position, but is not intended to cover other related duties that this position may be required to perform from time to time.

1. Protects the patients' right to privacy and the confidentiality of patient and business records and information.
2. Works with diverse social and economic situations without imposing own values; maintains appropriate professional boundaries.
3. Demonstrates understanding of hospice philosophy.
4. Demonstrates understanding of team approach and communication.
5. Contributes to positive atmosphere; demonstrates positive interactions with all internal and external customers.
6. Demonstrates ability to be a productive team member.
7. Provides timely and appropriate response to internal and external customer needs.
8. Participates in meetings, quality assurance and program improvement activities, research and/or policy development as required and necessary,
9. Offers suggestions to improve policies, procedures, and services in appropriate manner and time.
10. Participates in professional development activities and maintains professional affiliations.
11. Utilizes appropriate resources to maintain knowledge and skills for the hospice care in all settings including regulatory guidelines and integrates into clinical practice.
12. Demonstrates knowledge and support of agency's safety and OSHA policies. Demonstrates use of safety judgment on a case-by-case basis. Utilizes proper body mechanics and safe working techniques and reports unsafe environments/practices to supervisor in a timely manner.
13. Acts in a manner consistent with the Code of Conduct outlined in the Agency's Corporate Compliance Program.
14. Demonstrates understanding of HIPAA Privacy Standards and related Agency policies.
15. Demonstrates understanding and compliance with agency policies, including but not limited to, professional boundaries, documentation, continuing education, attendance/work schedules and required HR documentation, State and Federal policies and procedures, laws and regulations.
16. Performs other duties as assigned to support the agency.

Required Skills, Abilities & Knowledge:

1. Demonstrated advanced knowledge of nursing theory and practice, and additional specialized medical training.
2. Demonstrated advanced skill and knowledge in conducting physical examinations and treating patients in expanded practice model with minimal direction.
3. Analytical abilities necessary to obtain medical histories, conduct physical examinations, prepare comprehensive treatment plans, and treat patients with minimal guidance and direction.
4. Ability to work with patients/families of all ages.
5. Reliable and flexible.
6. Ability to deal effectively and appropriately with stress.
7. Ability to communicate well, in verbal and written format, with a variety of people.
8. Ability to assume responsibilities and work independently on a variety of projects, and to make decisions within the scope of the project.
9. Ability to respond well to supervision and to work independently when appropriate.
10. Ability to focus on the objectives of the position.
11. Ability to work well in settings presenting diverse physical conditions and sociocultural environments.
12. Excellent time management and organizational skills to manage multiple tasks and meet deadlines.
13. Self motivated and self directed.
14. Ability to focus on detail and demonstrate accuracy.
15. Presents as a business professional.
16. Ability to adapt to changing Agency priorities in a positive manner.
17. Working knowledge of Microsoft Word and ability to document in an electronic medical record.

Physical Requirements:

The physical requirements described are representative of those that must be met to successfully perform the essential responsibilities of this position. Reasonable accommodations may be made.

Ability to complete and pass an annual respirator fit test required.

	Occasional (25%)	Frequent (50%)	Continuous (75%)
Lift or transfer			
Up to 10 lbs.			X
11-20 lbs.		X	
21-35 lbs.		X	
Carry		X	
Push or pull		X	
Climb	X		
Reach		X	
Stoop or bend		X	
Crouch		X	
Kneel		X	
Handle or feel		X	
Talk			X
Hear			X
See			X
Sit, walk, stand			X
Distinguish smell/temperature		X	
Exposure to blood borne pathogens and infectious disease			X
Exposure to hazardous materials	X		
Repetitive Motion		X	

Visual Requirements:

1. The worker deals with office and/or medical equipment at or within arms reach.
2. Must be able to see to drive, complete appropriate documentation, and assess patient condition and function.

Mental Requirements:

1. Requires the ability to plan and perform a wide variety of duties requiring extensive knowledge of policies and procedures. Involves the exercise of judgment in the analysis of facts and conditions regarding individual problems or transactions to determine what actions should be taken, within the limits of standard practice.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee or for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee's Signature _____ Date _____