

Calvary Hospital

Job Description

Page 1

Department: Hospice

TITLE: Hospice Nurse

REPORTS TO: Patient Care Coordinator

SUMMARY: Assists in the planning, implementation, documentation and coordination of patient care services to Hospice patients and their families.

ESSENTIAL JOB FUNCTIONS:

1. Provides direct nursing care to patients.
 2. In collaboration with the Interdisciplinary Team, coordinates comprehensive nursing services for patients and their families by:
 - a. Evaluating and initiating patient care pursuant to the physician's plan of care.
 - b. Re-evaluating the effectiveness of the patient's plan of care and makes revisions based on the patient/family changing needs.
 - c. Arranging for other agency services as needed to meet the patient/family care needs.
 - d. Collaborating with the Interdisciplinary Team on all aspects of patient/family care.
 - e. Documenting all pertinent information in the clinical record including evidence of coordination of care for an assigned group of patients.
 - f. Consulting with the patient/family to help them participate in the mutually established plan of care.
 3. Informs the physician and other Hospice personnel of any changes in the patient's condition.
-

Approval of Department Head _____ Date _____

Approval of Administration _____ Date _____

Reviewed by Human Resources _____ Date _____

Calvary Hospital

Job Description

Page 2

Department: Hospice

ESSENTIAL JOB FUNCTIONS (continued):

4. Obtains medical orders.
5. Prepares written instruction for and supervises the Home Health Aide.
6. As scheduled, is responsible for being on-call in accordance with Hospice policies and procedures.
7. Participates in Interdisciplinary Team meetings, Hospice inservice, volunteer training and community education programs.
8. When needed may be required to coordinate intake for the Hospice.
9. Assists in the orientation of new staff.
10. Assists in the explanation of Hospice eligibility criteria and reimbursement sources.
11. Participates in quality assessment and improvement activities.
12. Performs related duties as assigned.
13. Works within legal, ethical practice standards to his/her position as well as Calvary's Code of Conduct. Complies with appropriate policies and procedures and brings potential compliance matters to supervisor or compliance officer.

QUALIFICATIONS:

1. Current NYS Registered Nurse license.
2. Baccalaureate Degree in Nursing from an accredited school is preferred.

Approval of Department Head	_____	Date	_____
Approval of Administration	_____	Date	_____
Reviewed by Human Resources	_____	Date	_____

Calvary Hospital

Job Description

Page 3

Department: Hospice

QUALIFICATIONS (continued):

3. Two (2) years experience in nursing which includes any combination of medical-surgical, oncological, palliative and community home health/hospice.
4. At least one (1) year of community hospice or home health experience is preferred.
5. Hospice experience preferred.
6. NYS driver's license preferred.
7. Exhibits an ability and attitude relative to the spirit of caring and tradition at Calvary Hospital as required by specific job duties and functions.

Approval of Department Head	_____	Date	_____
Approval of Administration	_____	Date	_____
Reviewed by Human Resources	_____	Date	_____