

Core
Resource
Set for
PACE


CRSP

SAMPLE JOB DESCRIPTIONS


PACE REGISTERED NURSE



National
PACE
Association

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I. POSITION INFORMATION:

Position Title: Center Nurse

Job Code:

Pay Grade:

Employee's Name:

Employee's SSN:

Reports To (title): Director of Clinical Services

Reports To (name):

Revision Date

II. BASIC PURPOSE AND SCOPE:

Promotes and maintains health of enrollees in the community through teaching, counseling and appropriate preventive and rehabilitative services. Responsible for assessment of health needs and contributing to the plan of care, initial implementation of nursing care plans and providing nursing care, as well as periodic re-evaluation of individual and family nursing needs. Provides technical, organizational and interpersonal skills necessary to efficiently and effectively coordinate the scheduling, communication and billing documentation of all aspects of the plan for home care. Supervises the home care (*PACE Program*) caregiver staff to ensure regulatory compliance and quality while maintaining an optimal level of independence for enrollees. Demonstrates the knowledge and skills necessary to assess, plan care for and provide service to frail elderly participants according to assigned responsibilities and (*PACE Program*) standards.

III. RESPONSIBILITIES

Under limited supervision and in accordance with all applicable federal, state and local laws/regulations and (*sponsor*) policies, procedures and guidelines, this position: (1=least important; 5=highest level of importance).

Est.	Rate	
% of	Critical	
time	Level	

45 % 5

1. Nursing Care

- a. Gives skilled nursing care and prescribed treatments to participants in their homes or at the adult day health center, and demonstrates nursing care to clients and families.
- b. Conducts a nursing admission assessment to facilitate the admission and care plan process.
- c. Participates in on-call coverage to troubleshoot, advise, teach and coordinate the scheduling of participant care.
- d. Participates in the development and revision of the participant's Plan of Care as a member of the interdisciplinary team.
- e. Manages medication system at adult day health center by filling med sets, administering medications sent by pharmacy and accurately completing documentation process.
- f. Conducts periodic assessments and evaluations of each participant and provides routine nursing care for ongoing or episodic illnesses, according to the plan developed by the Team.
- g. Counsels and guides individuals and families towards self-help in recognition and solution of physical, emotional and environmental health problems.

- h. Teaches classes and addresses groups related to nursing and health.
- i. Provides functional supervision to caregiver staff and directs the provision of quality paraprofessional care.
- j. Makes referrals to other services when participant conditions or situations require the service of other professional disciplines or the products or services of outside companies or agencies. This includes, but is not limited to: volunteer agencies, loan closets, therapy services, support groups, etc.
- k. Compiles and uses records, reports and statistical information for evaluation and planning of the assigned programs.
- l. Maintains timely and quality documentation of all nursing services provided.
- m. May participate in a joint team/family meeting to discuss current nursing practices, concerns and suggestions for care plan update and/or revisions.
- n. Establishes and maintains cooperative working relationships with other program staff, contact agencies and outside organizations.
- o. Communicates effectively with hospital departments to minimize hospital lengths of stay as appropriate, and allow for a smooth transition for the client as he/she moves from the hospital to alternative levels of care.
- p. Participates in quality management program activities, including peer reviews.

45 % 5

2. Home Care Coordination

- a. Coordinates staff roster and schedules for all home care on a daily, weekly and monthly basis to create the most time efficient and cost effective schedule to meet the needs of (*PACE Program*) participants.
- b. Works with the Director of Clinical Services to control and prioritize utilization of home care staffing resources to reflect actual participant home care needs.
- c. Assists in design of systems for training, orienting, inservicing and supervising in-home caregiver staff according to program needs and regulatory requirements.
- d. Supervises in-home caregiver staff and directs the provision of quality paraprofessional care.
- e. Effectively communicates with clients and their families regarding home care needs, concerns and/or problems with coverage.
- f. Records, maintains, monitors and verifies accurate home care records including service documentation, attendance/payroll, inservice, medical records and billing.

10% 3

3. General

- a. Knows and adheres to the philosophy and goals of (*PACE Program*).
- b. Maintains a quiet and safe environment for clients, visitors and staff.
- c. Keeps confidentiality of client records, reports and discussions.
- d. Participates in formulation and maintenance of (*PACE Program*) policies and procedures.
- e. Participates in (*PACE Program*) Committees as requested by the Director of Clinical Services. May chair committees and task forces.
- f. Advises the Director of Clinical Services in ways and means to establish better accountability of (*PACE Program*) services to clients and referral sources.
- g. Attends and participates in scheduled staff meetings and client care meetings as requested.
- h. Maintains flexibility in schedule and responds to unexpected emergencies and changes in workload in order to fulfill responsibilities.
- i. Utilizes supplies and equipment economically.
- j. Informs the Director of Clinical Services of “unusual incidents.”
- k. Identifies nursing service delivery problems and uses good judgment in their solution.
- l. Is professional in appearance and manner in the clinical area; recognizes own limits and seeks help and guidance from the Director of Clinical Services as appropriate; responds in a positive manner to constructive criticism; serves as a role model for students and staff members.

- m. Optionally holds membership in professional organizations.
- n. Maintains applicable licensure and certification and pursues professional growth through continuing education process and presenting and publishing scholarly papers.
- o. Performs other related duties as required.

(PACE Program) reserves the right to add, delete or otherwise alter assigned duties at any time. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The minimum qualifications listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

IV. MINIMUM QUALIFICATIONS:

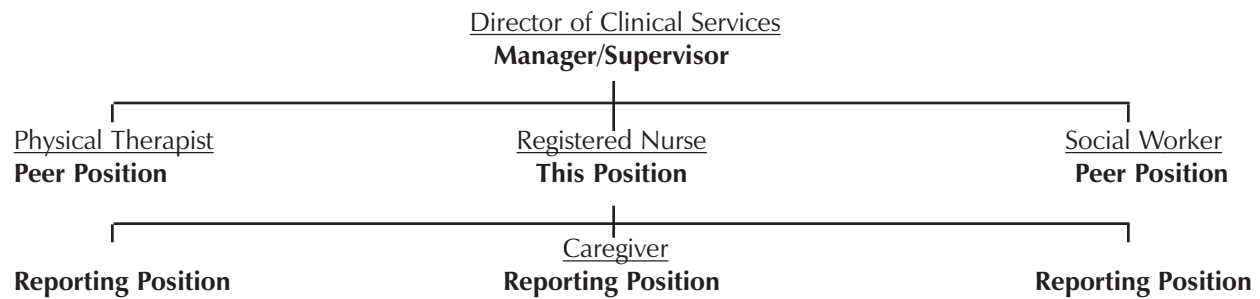
- A. **Required Education:** BSN
- B. **Required Experience:** 3 years thorough knowledge of current community health nursing practice.
- C. **Required Skills:** Nursing, geriatrics, health care and home health. Interdisciplinary teamwork; ability to work effectively with culturally, economically and educationally diverse populations; and form positive interpersonal relations with a wide range of staff and clients essential.
- D. **Required Certifications/Licensing:** License and current registration to practice as a Registered Nurse in (State).
- E. **Desired or Preferred Knowledge, Skills and/or Abilities:** Working knowledge of the administrative organization of community facilities. Skill in the application of current nursing procedures and techniques of patient care. Ability to plan and coordinate nursing care for individuals, families and groups. Ability to communicate effectively. Ability to establish and maintain cooperative working relationships. Ability to supervise others in a direct, firm and understanding way. Ability to accept and utilize guidance. Ability to perform duties in accordance with ANA Code for professional Nurses. Acceptable physical and mental health to carry out the responsibilities of the position.

V. POSITION DIMENSIONS:

A. Number of Employees Supervised:	Directly	Indirectly
Exempt Full-time:	_____	_____
Exempt Part-time:	_____	_____
Nonexempt Full-time:	_____	3
Nonexempt Part-time:	_____	_____
Other:	_____	_____

- B. **Exposure to Confidential Material:** Extensive
- C. **External Contacts:** Extensive
- D. **Equipment Used:** PC, fax, copier, medical
- E. **Budget Accountability:** \$0
- F. **Planning Scope/Other Dimensions/Job Measures:**
- G. **Work Schedule:** M-F, 8:30 AM to 5:30 PM, participates in on-call coverage.

VI. ORGANIZATION CHART:



TYPE OF SUPERVISION RECEIVED:

Orientation to (*PACE Program*) program and PACE model. General instruction as to routine tasks, with spot checking. Closer supervision on new or sensitive areas. Accountable for results produced, with considerable latitude in methods used.

TYPE OF SUPERVISION GIVEN:

- No supervision given to others
- Functional supervision
- Bona-fide supervision

IDENTIFY NORMAL WORKING CONDITIONS AND PHYSICAL EFFORT NEEDED TO PERFORM THE JOB.

A. Working Conditions - check as many as apply

- | | |
|---|--|
| <input checked="" type="checkbox"/> Office, library, computer room | <input checked="" type="checkbox"/> Requires protective devices |
| <input checked="" type="checkbox"/> Clinical practice, patient site | <input checked="" type="checkbox"/> Requires extensive safety training |
| <input type="checkbox"/> Stockroom or warehouse | <input checked="" type="checkbox"/> Alternative Work Schedules |
| <input checked="" type="checkbox"/> High noise environment | <input checked="" type="checkbox"/> On-Call (beeper) |
| <input checked="" type="checkbox"/> High dust, dirt, grease environment | <input type="checkbox"/> Exposure to moving machinery |
| <input checked="" type="checkbox"/> Exposure to chemicals | <input type="checkbox"/> Outdoor exposure to weather |
| <input type="checkbox"/> Extensive travel (> 1000 mi/month) | |

B. Physical Effort - check as many as apply

- | | |
|--|---|
| <input type="checkbox"/> Typically sitting at a desk or table | <input type="checkbox"/> Typically running, climbing |
| <input checked="" type="checkbox"/> Intermittently sitting, standing, stooping | <input type="checkbox"/> Typically standing or walking |
| <input type="checkbox"/> Typically bending, crouching, stooping | <input type="checkbox"/> Occasional lifting 25 lbs. or less |
| <input type="checkbox"/> Climbing ladders, scaffolds | <input checked="" type="checkbox"/> Occasional lifting 25-50 lbs. |
| <input checked="" type="checkbox"/> Using tools requiring high dexterity | <input checked="" type="checkbox"/> Occasional lifting over 50 lbs. |

PREPARED BY:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Incumbent Name: _____ **Phone:** _____

Incumbent Signature: _____ **Date:** _____

Supervisor Name: _____ **Phone:** _____

Supervisor Signature: _____ **Date:** _____

Human Resources Approval: _____

Date: _____

SAMPLE B

Job Title: Care Coordinator – Nursing

Reports To: Center Director

Revised: (Date)

JOB OBJECTIVES:

Within an Interdisciplinary Care Team setting, incumbent promotes and maintains the health of enrolled participants through nursing assessment, treatment, teaching and counseling. Responsible for completing enrollment and periodic assessments of health needs to contribute to the individual's plan of care. Responsible for the implementation of nursing care plan and coordination of nursing with other services. Trains and supervises Health Aides who provide personal care services.

JOB RESPONSIBILITIES:

I. Using all information sources available, assesses participants' nursing care needs

- A. Performs and documents initial nursing assessments for prospective enrollees.
- B. Completes assessments for quarterly care planning according to regulatory requirements and as condition change indicates.
- C. Coordinates with medical staff to develop clinical care plans.

II. Provides skilled nursing care and prescribed treatments to participants, primarily in the day center

- A. Provides treatments, medication administration, diagnostic and preventive measures and other services within the scope of a professional registered nurse.
- B. Provides both routine and episodic nursing care according to the care plan.
- C. Counsels and teaches participants and their families toward self-help and increased independence in medical support and preventive activities.
- D. Ensures adequate clinical supplies and equipment, including oxygen.

III. Ensures the continuation and coordination of clinical care programs at all times

- A. Participates in the development and revision of participant care plans as a member of the interdisciplinary team.
- B. Provides instruction and direction to the Service Coordinator for service needs.
- C. Ensures the complete and accurate recording of the Interdisciplinary Care Plan.
- D. Provides on-call coverage to troubleshoot, advise, teach, coordinate and deliver care.
- E. May participate in inter-agency meetings as needed.
- F. Participates in family meetings as required.
- G. Ensures communication and coordination with home care staff.

IV. Ensures nursing-related clinical care is provided according to orders and the care plan

- A. Directs and supervises paraprofessional clinical care provided by medical assistant and health aides in the center.
- B. Ensures appropriate hygiene practices are implemented for participants, keeping in mind cultural and personal preferences as possible.
- C. Hires, trains, evaluates and disciplines health aides and medical assistant for work in the Center.
- D. Ensures that staffing is maintained at the appropriate levels to provide safe and effective care. Recommends staffing levels in planning and budget development.
- E. Works with Center Director to provide orientation and in-service programs for health aides to meet regulatory requirements and support performance improvement.

V. Coordinates with Center Director to oversee the provision of ancillary and specialty services

- A. Directs the activities of the Clinical Dietician related to in-center meals and snacks as well as home-delivered meals.
- B. Ensures that the dietary requirements for each individual are included in his/her care plan.
- C. Facilitates the maximum participant choice for meals and time of nutrition and beverages.
- D. Coordinates with ancillary providers including dentist, podiatrist, pharmacist, audiologist and ophthalmologist.
- E. Coordinates with ancillary and specialty services to arrange appointments and share pertinent information.

VI. Participates in the Quality Management Program to determine opportunities for improvement and support continued performance improvement

- A. Completes and ensures completion of documentation of clinical services reviewing medical record to continuity and completeness.
- B. Provides continuing education and orientation for staff of (*PACE Program*), conducting training and in-services.
- C. Participates in quality studies according to the quality plan.
- D. Ensures the implementation of safe and appropriate infection control procedures throughout the Center.
- E. Recommends studies for the annual quality plan.
- F. Participates and facilitates committees that support performance improvement, such as infection control, pharmacy benefit management and utilization management.

PREPARATION AND TRAINING

Requires license and current registration to practice as a Registered Nurse in the State of (State). BSN preferred.

CONSEQUENCE OF ERROR

Poor judgment could lead to participant injury or impede health status.

LEVEL OF SUPERVISION

A high level of autonomy is required for clinical and management decisions. Reports to Center Director.

DIRECTS WORK OF OTHERS / # OF EMPLOYEES SUPERVISED

Directly supervises Health Aides and Medical Assistant.

EXPERIENCE

Thorough knowledge of current community health practice for the frail elderly. Working knowledge of the interdisciplinary model of care management. Experience working with cognitively impaired seniors is important. Must be able to relate well to seniors and their families to deal with sensitive issues and facilitate problem solving. Must be flexible and able to change easily.

CONFIDENTIAL DATA

Has full and complete access to participate medical records and reports, requiring utmost integrity to protect participants and the program.

MENTAL/VISUAL DEMAND AND PHYSICAL EFFORT

The mental demands of this position can be high, with varied care needs of participants in the management of frail seniors in a community setting. Occasional moderate physical effort required. Frequently required to manage many details within a distracting environment. Must be able to handle emergency situations.

ENVIRONMENT

While most of the work will be in the day center, the work environment will include a variety of clinical settings from day center to hospitals to nursing homes. Some exposure to odors, fumes, infections, dirt and other undesirable conditions may occur in the center.