

Walla Walla Community Hospice
1067 Isaacs Ave.
Walla Walla, WA 99362
(509) 525-5561

Position Title: Primary Nurse

Purpose: A Hospice Nurse is a professional in charge of providing care, comfort, and support to clients navigating the difficult time at the end of their lives. They develop plans for individual patients to ensure needs are met, perform regular checkups, and communicate with family members as needed. As a member of the interdisciplinary team, the Primary Nurse works under the general direction of the Patient Care Coordinator, the attending physician and the interdisciplinary group in providing skilled nursing assessments, planning, and care in order to maximize the comfort and health of both WWCH patients and their loved ones/caregivers.

SAFETY: Walla Walla Community Hospice enforces a culture whereby all employees have the responsibility for continuously developing and maintaining a safe work environment. Each employee is responsible for completing all training requirements, participating in emergency response tasks as requested, and serving on committees and teams as requested. In addition, employees must accept the responsibility for maintaining the safety of themselves and others by adhering to all written and verbal instructions, promptly reporting and/or correcting all hazards or unsafe conditions, and providing feedback to supervisors and management on all safety issues.

PROCEDURE COMPLIANCE: Employee must read and understand the general and specific operational, safety, and environmental requirements of all plans, procedure, and policies pertaining to this job.

Responsibilities: The Primary Registered Nurse (RN) is responsible for the overall management of all nursing care for assigned patients. Under the direction of the patient's primary care physician and Hospice Medical Director, the Primary Nurse plans and provides individualized skilled nursing care to enable patients to participate as fully as possible in the activities of daily living. The Primary RN will provide prompt response to physical and emotional needs of the patients and their families in the form of phone calls and/or home visits. This nurse must proficiently problem solve case management, symptom management and crisis situation that arise. The Primary Nurse is required to participate as a member of the Interdisciplinary Team (IDT) to plan and provide holistic care to patients and families. Nursing care reflects observations, actions and plans that are in accordance with the IDT Plan of Care. Responsible for identifying patient and loved ones/caregiver needs and for providing supportive care in accordance with the attending physician's orders and plan of care and the policies and procedures of Walla Walla Community Hospice. Must be a team player who supports an interdisciplinary team concept of caring for patient and loved ones/caregivers.

Qualifications:

1. Possession of a current license to practice as a registered nurse in the States of Washington and Oregon

2. Minimum six months nursing experience, preferred
3. Maintains current CPR, valid driver's license, personal vehicle for on-the-job transportation, and evidence of insurance coverage

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Current knowledge of the principles and practices of professional nursing
- Perform assessments and nursing functions as acquired in the basic nursing preparation program
- Strong written and verbal communication skills
- Confidentiality and HIPAA
- Ability to multi-task
- Effective Time Management
- Detail oriented
- Strong decision-making and problem solving skills
- Map Reading Skills
- Supervisory Skills
- Demonstrated ability to work well with a team
- Medical Equipment knowledge

ESSENTIAL DUTIES AND RESPONSIBILITIES: This is a list of major functions of the position, for guidance, it is not intended to be a complete list and may be modified verbally or in writing by the Executive Director and/or supervisor at any time to reflect the changing needs of WWCH.

- Performs admission visit on assigned clients within 24 hours of referral; unless requested otherwise by client or physician;
- Initiates admissions to agency, i.e., enters admission information data, orders DME, opens pharmacy account
- Performs nursing visits to assigned clients as directed by plan of care, at least weekly.
- Performs a complete assessment at least every week. Assessments include: symptom management, including, but not limited to, pain, bowel and bladder function, level of consciousness, alteration in nutritional and fluid balance, alteration in skin integrity;
- Performs medication reconciliation at every visit;
- Maintains competencies in pain management, symptom management, infusion care, wound care, nursing assessment, medications, etc.
- Performs in-home Certified Nursing Assistant (CNA) supervisory visit at least every two weeks, addressing CNA care plan meets client needs, CNA provides care according to CNA care plan and client is satisfied with CNA care. Documents visit.
- Updates written CNA plan of care with each certification period and with change in patient need;
- Provides client teaching to promote independence, support dignity of end of life and enable caregivers to provide care. Documents teaching
- Initiates and updates care plan according to policy – after admission, reviews and updates every two weeks or change in condition
- Participates in weekly IDT care conference. Is prepared to discuss appropriate issues regarding scheduled clients. Communicates succinctly
- Manages nursing care for clients in facilities (acute or LTC) in partnership with IDT and facility staff

- Responds to family at time of client death, pronounces death per procedure, notifies appropriate agencies and provides bereavement support to family members during immediate bereavement period
- Manages and supervises nursing care provided to assigned clients by contract agencies, if applicable
- Attends continuing education courses as necessary
- Provides in-services to community and other health care settings on hospice care, pain and symptom management and other topics as requested
- Works back-up and/or primary on-call schedule as determined by Nursing Team Leader
- Maintains accurate, timely and complete documentation in client record per procedures
- Ability to assess and respond to the needs of patients and loved ones/caregivers in varied settings.
- Skilled in nursing practice, able to cope with loved ones/caregivers' emotional stress and tolerant of individual lifestyles
- Ability to make meaningful observations, skilled assessments, and write comprehensive, accurate reports
- Must have a valid driver's license, a good driving record, the use of a reliable vehicle, and the ability to drive year-round to locations in Walla Walla county, Columbia county and northeastern Umatilla county
- Must be able to take direction, work independently and effectively as part of Walla
- Assume primary responsibility for a patient caseload of at least 15 depending on acuity/level of care that includes the assessing, planning, implementing and evaluating phases of the nursing process, and supervision of para-disciplines.
- Initiate communication with attending physicians, WWCH staff members and other agencies as needed to coordinate optimal care and use of resources for the patient and loved ones/caregivers
- Maintain regular communication with the attending physician concerning patient and loved ones/caregivers
- Seek input from other team members regarding the patient plan of care to obtain additional knowledge and support
- Provide accurate and timely documentation in electronic medical records.
- Participates in and contributes appropriate information for Interdisciplinary Group meetings
- Accept responsibility for coordinating physical care of the patient by teaching primary caregivers, volunteers, and employed caregivers or by providing direct care as appropriate/requested
- Meet regularly with the WWCH nursing staff to review problems or unique issues from caseloads; share professional support; and exchange feedback aimed toward enhancing professional growth
- Attend patient care conferences and facilitate discussion of issues from caseload for full staff discussion, consultation and evaluation
- Supervise and document the CNA every two weeks or as assigned. Supervision includes monitoring compliance of visit frequency and review of visit notes. Non-compliance with visit frequency or concerns related to visit notes, require immediate discussion with CNA and reported to their direct supervisor.

- Ongoing collaboration with Licensed Practical Nurses assisting with patient care needs
- Inform the Patient Care Coordinator of unusual or potentially problematic patient/family issues
- Assume the role of associate nurse when responding to patient/loved ones/caregivers of other primary nurses during on-call time or as requested by the Patient Care Coordinator to fill patient/family needs during the absence of other primary nurses
- Participate in 'on-call' rotation, which may include evenings and weekends, as scheduled
- Responsible for performing all visit needs including routine, SIA, admissions, re-certifications, death, and discharge/revocation
- Provide appropriate support at time of death and period of bereavement
- Participate in the WWCH orientation and in-service training programs for professional staff
- Participate in agency and community programs as required to promote professional growth and understanding of hospice care
- Maintain familiarity with policies of the agency and rules and regulations of State and Federal bodies which govern hospice
- Notify supervisor of any learning opportunities they require to effectively fulfill their job responsibilities
- Accept other assignments as appropriate

I understand and have received clarification on questions I have regarding the job description of a Primary Nurse at Walla Walla Community Hospice. In addition, I understand the position of Primary Nurse is an at-will basis. This means that either the employee or the employer may terminate the employment relationship at any time, with or without notice or reason, unless expressly prohibited by law.

Signature of Employee

Date