

Department:	Clinical Services
Job Title	Admissions RN
Reports to	Director of Clinical Operations

Type of position:	Status:	Notes:
☒ Full-time ☐ Part-time ☐ Per Diem ☐ Zero Assign	☒ Exempt ☐ Nonexempt	Core work hours are Monday through Friday working a combination of 9am to 5:30pm and 10:30am to 7pm shifts. Participation in a weekend and holiday rotation is also required.

Reviewed by:	Title:	Date:
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POSITION SUMMARY

The Admissions RN performs consultation and admission visits to assess patient's the needs, completes the admission assessment and contractual agreement documentation for Hospice Alliance.

The Admission RN plans and delivers care to patients utilizing the nursing process of assessment, planning, interventions, implementation, and evaluation; and effectively interacts with patients, families, and other interdisciplinary team members while maintaining standards of professional nursing and clinical competency.

The Admissions RN participates in assigned rotations.

ESSENTIAL DUTIES (LISTED IN NO PARTICULAR ORDER)

- Responsible for assessing the patient's medical status, planning, teaching and implementing immediate medical interventions on the day of admission.
- Actively participates in the coordination of all aspects of patient's care, in accordance with current professional standards and practices.
- Initiates the Plan of Care.
- Participates in ongoing interdisciplinary comprehensive assessment.
- Provides patient and family education.
- Coordinates medications and DME needs.
- Collaborates with attending physician, Hospice Medical Director, Director of Operations, Social Worker and other involved personnel regarding the patient's admission and follow up needs.
- Responsible for completion of all elements of the admission process and patient care until the RN Case Manager has been assigned.
- Performs timely administrative functions relating to admissions, clinical records, Plan of Care, mandatory abuse reporting requirements, and Home Health Aide assignments.
- Communicates admissions information, issues and concerns in patient care meetings to assure smooth transition and continuity of care with other assigned staff, including a detailed report to the assigned Case Manager and assigned Social Worker.
- Provides consultation and emotional/physical support to patients/families regarding Hospice services and the disease processes.
- Serves as backup to Intake Coordinator as requested.
- Assesses home care needs, being aware of the physical, emotional, and spiritual aspects and gathers data on social, economic and cultural factors which may influence health, well-being and quality of life.
- Assist patients, family members or other clients with concern and empathy; respect confidentiality and privacy and communicates in a courteous and respectful manner.
- Participates in the agency's on-call rotation as prescribed by the needs of the agency to provide nursing service to clients when required outside of office hours.
- Complies with Hospice Alliance policies, standards of practice and operational guidelines.

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- Assists with the coordination of community resources and other disciplines participating in patient care. - Participate in hospice and community health programs as requested to promote the growth and understanding of the hospice concept. This includes but is not limited to participation in the Hospice Alliance observation program that provides other health care professionals the opportunity to observe and learn about hospice care, college partnerships, and other Hospice Alliance sponsored education events. - Establish a CNA plan of care as well as indirectly and directly supervising the plan of care per regulations. - Participation in Hospice Alliance town hall meetings, clinical team meetings, trainings, memorials and other events. - Performs other duties as assigned consistent with skills and training and the mission and goals of Hospice Alliance.	
EDUCATION, LICENSING AND CERTIFICATION REQUIREMENTS	
- Graduate of an accredited school of nursing. BSN preferred. - Valid license as a Registered Nurse in the State of Wisconsin. - Certification as a Certified Hospice and Palliative Care Nurse (CHPN) desired. - Current Basic Life Support Certification - Valid Driver's License.	
EXPERIENCE AND SKILLS	
- Prior palliative care, home health and/or hospice experience is highly desirable - Minimum of one year recent professional nursing experience is recommended. - Able to cope with emotional stress and be tolerant of individual lifestyles. - Good written and verbal communication skills. - Sensitive to the needs of terminally ill patients and families and one's own feelings about dying and death. - Excellent time management and organizational skills are essential. - Critical thinking skills and ability to solve problems. - Strong computer skills are required, such as, email, and prior experience working with electronic medical records,	
PHYSICAL DEMANDS AND WORK ENVIRONMENT	
Must have visual and hearing acuity. Must be able to communicate verbally. May be exposed to pets, smoke, minor hazards, blood borne pathogens and communicable diseases. Physically active walking, standing, bending, lifting, and climbing stairs. Must be able to perform fully assisted transfers, with or without transfer devices. Provides care in patient homes, skilled nursing facilities, and other residential type settings. Travel is required and reliable transportation, proof of automobile insurance upon hire and at each renewal and maintaining a safe driving record is required. Exposure to inclement weather.	

Employee Acknowledgment: I have received a copy of my job description and understand the duties and responsibilities of the position.

Employee

Date

Human Resources

Date