

Department: Clinical Services

Job Title Hospice House Nurse

Reports to Hospice House RN Manager

Type of position:

- ☒ Full-time
☒ Part-time
☒ Per Diem
☒ Zero Assign

Status:

- ☐ Exempt
☒ Nonexempt

Notes:

Reviewed
by:

Title:

Date:

Reviewed
by:

Title:

Date:

POSITION SUMMARY

The Hospice House Nurse is responsible for the care of hospice patients in accordance with the care plan established by the interdisciplinary team. The nurse plans, coordinates, and provides care to patients residing in the hospice house facility.

Nursing monitors the effects of care on patient/family health status, evaluates the care provided and the need for revision. Acts as a liaison among the hospice patient, the attending physician, hospice medical director, volunteers and all other members of the hospice interdisciplinary team.

ESSENTIAL DUTIES (LISTED IN NO PARTICULAR ORDER)

- Provides nursing care to patients within the scope of his or her practice as a licensed RN or LPN.
- Completes house admissions, discharges and deaths and all required documentation within his or her scope of practice.
- Provides documentation of cares through charting in the electronic medical record and updates care plans as necessary.
- Provides care with a focus on patient comfort and, pain and symptom management.
- Administers and manages patients' medications following policy and procedures.
- Maintain a cooperative working relationship with other personnel involved in providing care to the hospice house patients.
- Apprises the Hospice House manager or manager on-call of personnel or other house related issues in a timely manner.
- Works weekends and holidays on a rotating schedule.
- The Hospice House is a 24 hour residential facility and staff will be required to work varied shifts.
- Provides patient and family and education.
- Performs timely administrative functions relating to the house such as, clinical records, mandatory abuse reporting requirements, and supervision of CNA's and volunteers.
- Assist patients, family members or other clients with concern and empathy; respects confidentiality and privacy and communicates in a courteous and respectful manner.
- 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.
- Participation in Hospice Alliance town hall meetings, clinical team meetings, trainings, memorials and other events.
- Complies with Hospice Alliance policies, standards of practice and operational guidelines.
- Performs other duties as assigned consistent with skills and training and the mission and goals of Hospice Alliance.

EDUCATION, LICENSING AND CERTIFICATION REQUIREMENTS

1. Graduate of an accredited school of nursing.
2. Valid license as a Registered Nurse or Licensed Practical Nurse in the State of Wisconsin.
3. Certification as a Certified Hospice and Palliative Care Nurse (CHPN or CHPLN) desired.
4. Current Basic Life Support Certification.

EXPERIENCE AND SKILLS

1. Prior palliative care, home health and/or hospice experience is highly desirable
2. Minimum of one year recent professional nursing experience is recommended.
3. Able to cope with emotional stress and be tolerant of individual lifestyles.
4. Good written and verbal communication skills.
5. Sensitive to the needs of terminally ill patients and families and one's own feelings about dying and death.
6. Excellent time management and organizational skills are essential.
7. Critical thinking skills and ability to solve problems.
8. 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