



Job Title	Nurse Practitioner
Reports to	Executive Director

Hours: Notes:	Type of position:	<input checked="" type="checkbox"/> Exempt
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input type="checkbox"/> Nonexempt

### GENERAL DESCRIPTION

**Summary:**

The Hospice Nurse Practitioner works in collaboration with the Medical Directors and Hospice Team to provide Hospice and Palliative care services to patients and families in a variety of patient care settings. The Nurse Practitioner will also perform procedures for which he or she is privileged to do and will document assessments, evaluations, consultation reports and progress notes. Home visits/evaluations, and inpatient evaluations will be part of the Nurse Practitioner role. All duties are performed with the collaboration of the Medical Directors or attending physician. Successful outcomes of this position include high quality patient care provided in a compassionate, competent and caring manner; clinical program development; skill development for Hospice clinical staff, regulatory compliance with proper documentation enhanced community relationships, program visibility; excellent staff and patient satisfaction.

**Physical Demands**

Driving or riding in a motor vehicle, standing, sitting, walking, bending, reaching, and stretching. Lifting up to 35 pounds unassisted and up to 325 pounds utilizing an assistive device. Job may include sitting, standing, bending, stretching, stooping, walking, lifting 20 – 30lbs and repetitive hand motion associated with keyboarding.

**Work Environment:**

Potentially unsafe and unsanitary home environments. Potential travel in inclement weather. Work assigned throughout the agencies clinical program setting.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises the Palliative Care RN and/or other assigned team members.
- Performs clinical care which includes bedside evaluation of patients, patients' histories; physical examinations; radiological and laboratory interpretations; follow-up inpatient care; discharge orders, patient instructions and education; and participation in case management.
- Provides services related to hospice and end of life care, assesses patient needs and anticipates service requirements prior to discharge to home. Coordinates with hospice social workers, case managers and applicable ancillary staff regarding hospice care services.
- Orders, performs, and interprets laboratory and radiology tests.
- Prescribes medications including controlled substances to the extent delegated and licensed. Orders,

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<p>treatments and durable medical equipment as indicated. Performs other therapeutic measures as indicated.</p> <ul style="list-style-type: none"> <li>– Educates clinical staff, patients and families on applicable disease management and prevention strategies. Adheres to the practice of confidentiality regarding patients, families, staff and the organization.</li> <li>– Assists with the coordination of admissions by assisting with prognosis and reviews diagnoses related to the terminal illness.</li> <li>– Assists with discharges as needed on selected patients.</li> <li>– Works collaboratively with physicians, and other health care providers to optimize patient care. Consults with Medical Director or designees as needed, informs primary physician of services. Provides written reports to primary physician upon request.</li> <li>– Prepares and maintains accurate patient records, charts and documents to support sound hospice practice and reimbursement for services provided. Assists in the development of clinical documentation protocols.</li> <li>– Initiates reimbursement for services rendered and evaluations.</li> <li>– Makes visits to hospice/palliative patients as delegated by the Medical Director (or his or her designees), attending providers, or Director of Clinical Services</li> <li>– As required by agency policy, reports both verbally and in writing significant changes in the patient's condition. Changes are reported to the physician and other appropriate agency personnel. Consults with the Director of Clinical Services as necessary.</li> <li>– Maintains regulatory compliance in all areas of position responsibilities. Has an excellent understanding of regulations and accreditation standards.</li> <li>– Charts concise, legible timely clinical notes in the electronic medical record, utilizing agency guidelines.</li> <li>– Maintains coordination with all other disciplines as needed for patient care.</li> <li>– Provides appropriate resources in accordance with agency policies and procedures.</li> <li>– Utilizes appropriate communication lines to problem solve personal and departmental issues.</li> <li>– Is responsible for his/her continuing education, e.g. professional journals, attending seminars, workshops, assisting in presentation of in-service education and community education.</li> <li>– Collects and assesses patient care data, develops and implements a plan of care, manages and evaluates outcome of care.</li> <li>– Supports the Agency's Mission and Value Performance Standards.</li> <li>– Performs other duties as required.</li> </ul>	
<b>EDUCATION AND/OR EXPERIENCE</b>	
<b>Personal Qualifications</b>	
<ul style="list-style-type: none"> <li>– Ability to relate to people of diverse cultures and ethnic backgrounds.</li> <li>– Must demonstrate maturity, initiative, tact and good judgment in dealing with staff, patient and families.</li> <li>– Knowledge of medications and sterile techniques.</li> </ul>	

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<ul style="list-style-type: none"> <li>– Knowledge of and appropriate use of safety (personal protective) equipment.</li> <li>– Strong teaching and leadership skills.</li> <li>– Basic personal computer skills required. Clinical documentation experience preferred.</li> <li>– All staff driving on agency business are required to have a valid driver's license, reliable auto, and current auto insurance.</li> <li>– Current Cardiopulmonary Resuscitation certification.</li> </ul> <p><b>Professional Qualifications</b></p> <ul style="list-style-type: none"> <li>– Advance Practice Nurse Prescriber licensure for Wisconsin and Illinois. May currently only have licensure in one of these states with the ability to apply for the other state's APN licensure.</li> <li>– Prefer a minimum one-year Nurse Practitioner experience.</li> <li>– Previous Hospice and/or Palliative experience preferred.</li> <li>– Certification in Hospice and/or Palliative Care preferred</li> <li>– Graduate from NLN accredited school of Nursing.</li> <li>– Master's degree or Doctorate in appropriate field of nursing.</li> </ul>	