



POSITION DESCRIPTION

POSITION: Field Registered Nurse Supervisor

REPORTS TO: Director of Patient Services

POSITION SUMMARY:

The Field Registered Nurse is responsible for the direction, coordination and direct supervision of the agency's paraprofessional staff and private duty/shift nursing services. This position provides in-field professional supervision and on the job training to home health aides, personal care aides, nurses, therapists and counselors. The Field Registered Nurse also assists in the agency's continuing education/in-service program and field competency testing of all clinical staff.

QUALIFICATIONS:

1. NYS Licensed and currently registered as a Registered Professional Nurse.
2. Graduate of an approved school of nursing and holds a Diploma, Baccalaureate or Masters Degree.
3. One year experience in the provision of nursing care in an acute care facility. Three-five years satisfactory Nursing experience in Home Care.
 - Thorough knowledge of the scope of practice of professional and paraprofessional healthcare.
 - Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to speak effectively before customers/patients or employees of the agency.
 - Ability to perform mathematical operations as related to medication calculations, units of American money and weight measurement, volume and distance.
 - Good Organizational writing, communication and interpersonal skills.
 - Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several variables in standardized situations.
 - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists, Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

CONTACT

Most frequent contact:
Patients/Patient families; contracts
Agency clinical staff and Aides

Nature or Purpose:
Care Issues, provide direction and
supervision, Address patient and program issues.

Field Nurse Supervisor-I

EQUIPMENT OPERATION:



Telephone, Copy Machine, Calculator, Durable Medical Equipment and Nursing equipment.

SPECIFIC DUTIES AND RESPONSIBILITIES: In order to comply with the Americans with Disabilities Act (ADA), each essential duty should be indicated with an "x" in the ADA box. A duty is essential if: (1) the position exists to perform that duty; (2) it requires specialized skills and/or expertise; (3) it can only be performed by a limited number of available employees.

ADA	DUTIES / RESPONSIBILITIES
X	Communicates with referrers/discharge planners to review eligibility for agency services and to develop and coordinate the plan of care.
X	Provides assessment of newly referred patients, assesses health needs and eligibility for home care. Identifies the appropriate level of care required by the patient.
X	Provides patients/families with information regarding agency services, fees, Bill of Rights, Advance Directives and agency policies.
X	Develops an individualized Plan of Care for the patient based on needs and findings of the nursing assessment. Coordinates all care and services provided to the patient.
X	Communicates findings with the patient's physician and obtains verbal orders as necessary. Develops and implements treatment plans in conjunction with the patient's authorized medical practitioner.
X	Initiates written Medical Orders and written reports to the patient's physician, as necessary.
X	As necessary, conducts home visits to provide intermittent nursing services, such as pre-fill medication container.
X	Monitors the patient's medication regimen for drug-drug/drug-food interactions, side effects and adverse reactions.
X	Performs patient re-assessments in the home. Reassesses patient needs for services on a continual basis and discusses any changes in the plan of treatment with patient physician/family.
X	Reviews reports from all involved disciplines, re-evaluating needs and supervise all involved disciplines in the plan of care. Conducts on-site competency review as part of supervision activities.
X	Prepares written documentation and summaries of the patient's status and progress as needed for continuation of home health services. Documents accurately and completely in the patient's clinical record. Conferences with all clinical and scheduling staff to assure continuity of patient care.
X	Plans, facilitates, and documents patient's discharge from agency.
X	Becomes familiar with all resources necessary to provide a complete managed care program for the patient, e.g., respiratory, DME, etc.
X	Initiates referrals for other services or community resources as needed.
X	Maintains updated professional knowledge and participates in patient education programs to ensure optimum quality of patient care.
X	Participates in the agency's inservice program. Provides inservice education to professional/paraprofessional staff .
X	Participates in the agency's CQI Program, annual policy/procedure review, as requested.
X	Performs Quality Improvement duties, completes audits, evaluates results with DPS recommendations for quality improvement.
X	Performs annual field visits/evaluations on para-professional and nursing personnel.
X	Assists training program in classroom observation and competency testing of trainees.
X	Conducts aide competency reviews.
X	Reviews and responds to complaints, grievances and incidents.



X	Consults with DPS to maintain the highest quality care.
X	Interprets and reinforces agency policy and procedures to professional and paraprofessional staff.
X	With other nurses, provides 24-hour on-call coverage on a rotation basis.

CUSTOMER SERVICE /INTERPERSONAL SKILL

1. Assists other employees where needed;
2. Is responsible and cooperative with patients/families, supervisors, fellow employees;
3. Maintains friendly working atmosphere;
4. Maintains professional attitude;
5. Maintains professional appearance;
6. Accepts constructive criticism as evidenced by appropriate changes in behavior'
7. Utilizes established channels of communication'
8. Recognizes, accepts and respects people as individuals;
9. Recognizes limitations and seeks assistance appropriately'
10. Responds to patient issues.
11. Communicates appropriately with all levels of staff.

SPECIALIZED SKILLS AND TECHNICAL COMPETENCIES:

1. Knowledge of patient assessment procedure.
2. Knowledge of patient teaching process.
3. Knowledge of pathophysiology.
4. Knowledge of medication, administration, via oral, IM and SQ.
5. Knowledge of medication interactions (drug-drug, drug-food).
6. Knowledge of the principles of therapeutic diets'
7. Knowledge of infection control practices, aseptic techniques'
8. Knowledge of catheter insertion and care.
9. Demonstrates ability to effectively communicate information with patients of all ages and socioeconomic levels.

PHYSICAL DEMANDS: The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Check one physical requirement, which applies to this position:

- MEDIUM WORK:** Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

WORK ENVIRONMENT: Office, Patient homes