

Iowa River Hospice Job Description

Title: Nurse Manager

Department: Administrative

Supervision Received: Executive Director

Date: 9/1/2023

PURPOSE OF POSITION

The Nurse Manager is responsible for the coordination of the hospice home inpatient and outpatient care delivery. This position assists with the development of the Iowa River Hospice clinical care policies and procedures, providing leadership to the hospice nursing staff. Will function as a representative of hospice to contracted organizations and institutions.

EDUCATION:

Current Iowa Registered Nurse License
BSN or equivalent preferred.
Certified Registered Nurse Hospice designation preferred

EXPERIENCE:

Minimum of five (5) years in acute care, long term care, home health, care of terminal patients and/or others with life limiting illness or hospice experience

PERFORMANCE:

Ability to plan, organize and utilize teaching principles in working with patients, families and other community resources.

Ability to market and deal tactfully with customers and the community.

Demonstrate ability to supervise and direct nursing personnel.

Has excellent observation, verbal and written communication skills.

Knowledge of hospice care regulations and conditions of participation.

Demonstrate ability to execute an effective, supportive, sensitive approach in response to the needs patient, family and staff.

Ability to represent the organization professionally upholding the mission and values.

Demonstrate ability to manage all aspects of terminal care including death, crisis intervention, family and patient counseling and supportive skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assures compliance with all federal, state and local laws and regulations regarding licensure and certification.

Provides management of the day to day operations of patient care and services.

Provides consultation to admissions/referral nurse regarding referred patients regarding eligibility, payment source or other concerns. Consults with attending physician and other healthcare providers as needed

Assists with admissions and referrals as needed.

Oversees supervision of staff, performs performance evaluations and assures staff maintain professional standards according to policy.

Maintains responsibility for supervised staff schedules.

Develops, implements and evaluates the orientation program for new nursing personnel.

Plans and implements in-service and continuing education programs to meet education and training needs of nursing personnel.

Audits inpatient charts for appropriate assessments and charting.

Organizes and directs staff meetings

Provides and/or participates in education in-services.

Monitor room and board payments and collect accordingly.

Monitor insurance source and obtain authorizations and update insurance information as needed.

Orders supplies for Iowa River Hospice and assign staff to monitor supply quantities.

Manages Hospice Aides yearly competencies and report to state agency bi-yearly.

Participate in the hiring, orientation, evaluation and termination of staff.

Supervises the planning, coordination and delivery of the Inter Disciplinary Team (IDT) interventions.

Implements and monitors compliance in coordination with the Quality Improvement Coordinator

Supervises the maintenance of medical records accuracy, completeness and compliance with licensing regulations, certification standards, conditions of participation and legal and ethical standards.

Oversees supervision of staff and performs performance evaluations

Maintains responsibility for supervised staff work hours and on-call schedule. Assist with call rotation in case of an emergency.

Participate and provide leadership on the IDT meetings, the development, review and revision of the patient/family plan of care and delivery of team support.

All other duties as assigned.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, Iowa River Hospice reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by The Iowa River Hospice Board of Directors. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, per guidelines stated in the Iowa River Hospice "Termination of Employment Policy" and The Employer has a similar right.

Employee's Signature

Date

Supervisor

Date

Iowa River Hospice is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Iowa River Hospice will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with Iowa River Hospice.

