



## **JOB DESCRIPTION**

### **Registered Nurse, Case Manager**

#### **JOB SUMMARY**

A Registered Nurse administers skilled nursing care to patients on an intermittent basis in their place of residence. Acts as the Case Manager in order to provide holistic care that addresses the needs of the entire patient. This is performed in accordance with physician orders and a plan of care under the direction and supervision of the Clinical Director and/or the Assistant Clinical Director.

#### **QUALIFICATIONS**

1. Graduate of an accredited school of professional nursing currently licensed in Indiana.
2. Two (2) years of nursing experience preferred.
3. Embraces the philosophy and goals of this agency.
4. Ability to exercise initiative and can work independently.
5. Excellent nursing assessment skill set.
6. Familiar and knowledgeable of the current OASIS documentation, preferred.

#### **RESPONSIBILITIES**

1. Assumes responsibility for a percentage of the census as the Case Manager and performs visits as scheduled.
2. Initiates the Plan of Care (POC) and any necessary revisions.
3. Provides services in accordance with the POC and acceptable evidence-based nursing care.
4. Makes the initial start of care (SOC) visits and completes the OASIS as required within 5-days of the SOC date, as need be in the absence of the ACD. Routinely re-evaluates the patient needs and services according to the frequency on the POC.
5. Completes the recertification, transfer, resumption of care, and discharge visits including the OASIS, if required.

6. Prepares clinical progress notes for each patient visit in a timely manner and according to agency policies (within 24-48 hours of visit).
7. Provides all nursing care that requires substantial specialized skills. Delegates appropriate care to the HHA and the LPN in accordance with IN and Federal scope of practice and supervises such care according to Federal, state, and accreditation standards.
8. Coordinates services of all disciplines involved in patient care including the provider and any outside services the patient may be receiving.
9. Educates and counsels the patient and caregiver in the condition and needs of the patient.
10. Understands and adheres to established agency policies and procedures.
11. Processes all orders, including the POC. Notifies the patient's provider of any patient needs and changes in condition. Ensures the physician receives the discharge summary within 5-business days of discharge.
12. Refers to Physical Therapy, Speech-Language Pathologist, Occupational Therapist, and Medical Social Worker for those patients requiring their specialized skills.
13. Conducts patient care conferences with appropriate personnel and/or the patient and caregiver. Ensures documentation is included in the clinical record.
14. Tracks and records necessary documentation (to include incident reports) for any incident that may occur including infection monitoring, falls, and cases of abuse/neglect as required by the Quality Assurance procedure.
15. Assists with tracking of Performance Improvement projects as requested.
16. Takes on-call duty nights, weekends, and holidays as assigned on a rotating basis.
17. Appropriately utilizes ICD-10 codes.
18. Works in accordance with the agency Code of Conduct and Mission Statement.
19. Other responsibilities as assigned

WORKING ENVIRONMENT

Works indoors in the Agency office and in patient homes including travel to and from patient homes.

JOB RELATIONSHIPS

- 1. Supervised by: Clinical Director and/or the Assistant Clinical Director
- 2. Supervises: Licensed Practical Nurses and Home Health Aide

RISK EXPOSURE

High risk.

LIFTING REQUIREMENTS

Ability to perform the following tasks, if necessary:

- 1. Ability to participate in physical activity.
- 2. Ability to work for extended periods of time while standing and being involved in physical activity.
- 3. Heavy lifting.
- 4. Ability to do extensive bending, lifting, and standing on a regular basis.

I have read the above job description and fully understand the conditions set forth therein and if employed as a Registered Nurse Case Manager, I will perform these duties to the best of my knowledge and ability.

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Signature

Date

\_\_\_\_\_

Clinical Director

Date

\_\_\_\_\_

Administrator

Date