

Hospice Brazos Valley, Inc.
Admission Nurse, Access and Marketing
Job Description # 1311

Job Title: Admission Nurse, Access and Marketing
Reports To: Manager of Access and Marketing
FLSA Status: Non-Exempt
Prepared By: Manager of Access and Marketing
Prepared Date: March 16, 2015
Approved By: COO
Approved Date: April 13, 2015

JOB SUMMARY

Identify, assess and admit appropriate patients for hospice services; facilitate admission to palliative care services if patient, family or physician is not yet ready for hospice services.

COMPLIANCE FUNCTIONS

The employee will adhere to all local, state, national, and industry codes, laws, rules, guidelines and mandates while performing their duties. The employee will work with and report to the agency Compliance Officer any concerns, indications or behavior related to potential Fraud, Waste and/or Abuse.

QUALIFICATIONS

1. Licensed as a Registered Nurse by the Texas Board of Nurse Examiners required; demonstrates qualities of ethics and integrity, dependability and reliability
2. Three years nursing experience required.
3. Valid Texas driver's license, auto liability insurance, safe driving record and reliable transportation required.
4. Knowledge of Microsoft suite; ability to pull reports and track information
5. Excellent clinical and documentation skills

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform admissions process in timely, patient centered, customer service manner
- Complete a smooth and efficient admission that meets external and internal customer needs including prompt and proper documentation
- Develop initial plan of care that addresses patient's needs at the time of admission as established by the IDT
- Provide specialized hospice nursing services; teach, supervise and counsel the patient and family members regarding the nursing care needs and other related problems of the patient including treatment of pain and symptoms
- Coordinate patient care and share all relevant or useful admission information that promotes a seamless transition to homecare or IPF
- Collaborate with Team Leader of Access and Marketing to ensure appropriate communication and collaboration between Access Specialists and Nurses
- Educate healthcare providers, current or potential patients, or community members on the mission, vision, value and process for admission to HBV services;

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- Develop and maintain relationships with referral sources; cooperate and collaborate with referral sources and colleagues
- Function competently and independently
- Relate and perform work assignments in a calm and professional manner especially during times of crisis
- Participates in “call” rotation
- Contributes to team effort by accomplishing assigned tasks as needed

EDUCATION and/or EXPERIENCE

Current RN license in the State of Texas, with no restrictions. At least three years clinical experience in Hospice or home health is preferred.

LANGUAGE SKILLS

Ability to read and comprehend history and physicals and correspondence. Has ability to write simple correspondence, to effectively present information in one-to-one and small group situations to customers, clients, and other employees of the organizations.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Has the ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative 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 the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

HBV reserves the right to revise or change job duties as the need arises. The job description does not constitute a written or implied contract of employment.

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