

PACE of Southwest Michigan

Job Summary and Specifications

Job Title: Registered Nurse
Status: Exempt
Type of Position: Full Time Part-Time Temporary
Salary Range: TBD
Reports to: Clinic Manager

Job Summary: The Registered Nurse has the responsibility for providing direct and indirect nursing care to participants in the PACE Center and in the community. Works under the direct supervision of the Clinic Manager or designee but is independent in the application of advanced nursing knowledge and skills in all settings. Manages complex clinical situations for which he/she is responsible.

Specifications

Education: Graduate of an accredited school of nursing.

Experience: Has practiced nursing at least 2 years; 2 years RN experience with at least 1 year experience working with the frail elderly population. Experience in either home or community health preferred.

Type of Employees Supervised: Licensed and non-licensed personnel.

Licensure, Registry or Certification Required: Must possess a current, unencumbered, active license/certificate to practice in the State of Michigan. Valid MI driver's license. Possess current CPR certification by AHA or willing and able to obtain as offered by PACE of Southwest Michigan.

Special Training: Only acts within the scope of his or her authority to practice. Meet a standardized set of orientation and/or individual competencies for the specific position description established by PACE of Southwest Michigan and approved by CMS before working independently.

Immunizations: Be medically cleared for communicable diseases and have all immunizations up-to-date before engaging in direct participant contact.

Specific Requirements and Considerations: May be subject to exposure and handling of infectious waste, diseases, conditions or hazardous chemicals, etc., including potential exposure to TB, AIDS, and/or Hepatitis B.

Ages of Patients Rendered Care:

Neonate/Infant Early Childhood Adolescent Adult Geriatric All Age Groups

Key Responsibilities

- **Assessment:** Collects patient data and completes required forms in the medical record with appropriate responses according to PACE standards; identifies patient's overt problems/needs and sets priorities; identifies problems requiring further referral and/or follow-up; interprets and records latest diagnostic results; performs advanced nursing assessment using critical thinking skills. Monitors participant, family and caregiver ongoing functional/psychological status and appropriateness of care, according to the plan of care.
- **Planning Care:** Develops a plan of care based on nursing process and which incorporates the plans of other disciplines and continuing care needs; includes the patient/family in developing or revising the plan of care; makes referrals to interdisciplinary support services. Initial and periodic assessments (minimally every 6 months) to be completed prior to the scheduled team meeting. Communicates participant changes to team members. Coordination of 24-hour care delivery and the implementation of all home care services which include nursing, PT, OT, ST and personal care services to ensure that quality services are provided to meet participant needs. Coordinates and supervises all nursing care for participants in all care settings (home, AFC, AL, SNF) according to program standards. Includes interaction with other facility staff.

- **Implementing/Managing Care:** Care provided conforms to accepted practice standards; provides correct treatments/procedures and other care as prescribed and according to patient care standards; demonstrates understanding of age-related characteristics and needs of patients served; explains nursing procedures in appropriate forms; provides participant and family education in coordination of 24 hour care delivery including on-call coverage; identifies emergency situations and independently initiates advanced therapy; assists with home care coordination as needed; acts as coordinator of patient care with other health care personnel and evaluates patient care measures instituted; understands and demonstrates respect for patient rights and utilizes established mechanisms for management of ethical issues in patient care. Assists in pharmaceutical management delivery systems, preforms wound care, IV therapy, palliative and end of life care and lab specimen collection at participants' living arrangements (i.e., home, AFC, AL or SNF).
- **Evaluation:** Records patient care delivered as planned and any variation, with appropriate rationale; makes and records observations related to impending or associated problems; implements nursing measures related to impending or associated problems.
- **Leadership:** Using nursing process, delegates nursing care to appropriate personnel; integrates cost effective measures into nursing practice; recognizes unit problems and takes responsibility for documenting same; demonstrates active participation in QA processes; complies with policies addressing safe working conditions; monitors unsafe working conditions; recognizes inappropriate and/or ineffective patient care management, resolves issue/problem and completes written reports.
- Participates as a member of the Interdisciplinary Team. Attends staff meetings and takes part in participant care planning.
- Participates in quality initiatives for the organization.

Skills and Knowledge

- High level of autonomy is required for clinical and management decisions while reporting to Center Manager.
- Excellent attention to details.
- Excellent organizational skills.
- Excellent verbal and written communication skills.
- Ability to work a flexible work schedule.
- Knowledge of physical, mental and social needs of frail older adults.
- Effective skills in physical assessment and chronic disease management for frail older adults.
- Able to work within the Interdisciplinary Team (IDT) setting.
- Able to utilize basic computer skills in the workplace.
- Able to utilize organization's electronic medical record system.

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 talk and hear. The employee frequently is required to sit and use hands and fingers, handle or feel objects, tools or controls. The employee is occasionally required to stand and walk. The employee must be able to travel in all kinds of weather.

While performing the duties of this job, the employee is required to frequently move up to 50 pounds and perform physical demands expected while providing medical care for an elderly population. Specific vision abilities required by this job include close vision, distance vision and the ability to focus.

Every effort has been made to identify the essential functions of this position. However, this in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.