Keokuk County Public Health & Home Care

Job Description

NAME___________________________________

SCOPE OF SERVICE

A registered professional nurse is responsible for delivery of client care through the nursing process of assessment, planning, implementation, and evaluation. Also directs and guides client/family education, activities of ancillary personnel, and community health functions while maintaining standards of professional nursing in accordance with the established methods, policies, and procedures of the Keokuk County Public Health & Home Care.

ESSENTIAL JOB FUNCTIONS

1. Provides nursing services in a wide array of settings and environments which include
   1) Initial and ongoing interdisciplinary comprehensive assessment of client;
   2) Develop and evaluate/update the plan of care/client centered goals in partnership with the client, representative (if any) and caregivers;
   3) Provide services ordered by physician indicated in client plan of care;
   4) Provide client and caregiver education;
   5) Coordination of care/referrals as needed;
   6) Prepare and maintain clinical record documentation in a timely manner using approved charting methods;
   7) Communicates with all physicians/health care professionals involved in plan or care as needed;
   8) Provides instruction/supervision for Home Care aides;
   9) Assures client safety and security/reports any observed or suspected child/adult abuse per agency policy.

2. Assumes and maintains responsibility for caseload as assigned.

4. Consistently and accurately performs patient assessments and documents clinical observations and outcomes of care. Reports findings to appropriate health care personnel.

5. Keeps Director informed of caseload & patient status and cooperatively plan, schedule and report problems as they arise. Plans with the Director or Clinical Manager for admission, continued coverage and discharge of patient on the caseload through regular conferences.

6. Refer and/or assist individuals and families in accessing preventative services, medical care, and supportive services through agency, community, state, and/or federal resources.

7. Participates in planning and performing activities that promote health and prevent disease through screenings, follow-up care, communicable disease follow up activities, and community education, clinics, and school immunization audits.

8. Initiates and participates in liaison meetings with other community agencies in meeting the health needs of the community.

9. Provide professional health related consultation and health instruction to individuals, families, providers, agency staff, and/or community members. This can be performed in the home, office or community setting.(BS/BP screening and education)

10. Attends staff meetings, in-services, CEU programs, or postsecondary educational classes appropriate for job responsibilities and with permission of the Director.

11. Reports to Director before working overtime, requesting time off, leaving early, or inability to arrive to work at scheduled time due to weather or personal circumstances. Plans for vacations with other staff and Director in advance so there is no disruption of agency operations.

12. Maintains a cooperative working relationship with other employees, visitors, and clients; keeping in mind the person’s unique needs within their age category.

13. Demonstrates cooperation and adherence to assignments, scheduling, on call rotation and work hours.

14. Organizes workload effectively to accomplish care and complete documentation in a timely manner. In addition, is able to adapt to change in work schedule.

15. Must be dependable with regards to punctuality, attendance, and does not abuse or take advantage of sick time.

16. Demonstrates ability to accurately use equipment that is necessary for the performance of the tasks assigned with the job.
17. Performs treatments, procedures, and administer medication according to nursing policy and procedure.

18. Participates in Evaluation of Programs and Quality Improvement activities (i.e. quarterly client audits) as requested by Director.

19. Completes and submits accurate client and operational reports in a timely manner (i.e. Monthly billing audits and daily work documents)

20. May function as Clinical Manager to provide oversight of client services and personnel as designated per Director.
   a. Make patient and personnel assignments,
   b. Coordinate patient care,
   c. Coordinate referrals,
   d. Assure patient needs are continually assessed, and
   e. Assure development, implementation, and update of individualized plan of care.

21. Performs other duties as needed and requested by the agency Director.

Employee’s Signature ________________________________  Date _________________

Supervisor’s Signature______________________________  Date _________________
JOB REQUIREMENTS

1. Licensed as a registered nurse in the State of Iowa and maintains fulfillment of CEU requirements.
2. Ability to clearly communicate orally and in writing in the performance of activities associated with the job.
3. Ability to travel in safe weather conditions in order to fulfill the duties of the job.
4. Must have current Iowa driver’s license and maintain own liability insurance for vehicle.
5. Basic computer knowledge to complete necessary functions of position.
6. Able to perform simple mathematical calculations.
7. Hearing must be sufficient to auscultate with a stethoscope.
8. Sight must be sufficient to ready labels on medication bottles and to note color differences on clinical lab test strips.
9. Must be certified in BLS.
10. Must serve as on-call staff in agency rotation for after hour’s services.
11. Educated to and demonstrates adherence to agency policies, universal precautions, and honors client’s bill of rights.
12. Educated to and able to use departmental and nursing equipment as appropriate in the performance of tasks related to the job.

WORKING CONDITIONS
(Work environment, hours of work, travel, work space, etc.)

1. Reliable transportation.
2. Routinely, the hours of work are during agency hours of operation (M-F 8:00 am-4:30pm. CST)
3. Flexible to adjust work hours to meet staff and client needs during after hours of agency operation.
4. Evening or weekend work expected when staff nurses is on-call.
5. Work space for clinical documentation commiserative with that of staff services.
6. Work space in home and community variable.
7. Clothing and foot wear commiserative with clinical assignments.
8. Noise from phones, office machines, staff conversations, and street noise expected.
9. Travel to client’s home during the course of the workday expected.
10. Driving in adverse weather conditions may be possible.
11. Home environments that do not match the ideals of the employee may be encountered.
12. Potential sub-standard housing conditions may be encountered i.e. Bug/rodent infestation and safety issues.
13. Potential contact with client’s pets, smoking environments and/or unpleasant odors.
14. Exposure to outside weather conditions.
15. Potential exposure to communicable diseases and bodily fluids.
16. Ability to work in stressful situations on occasion.
**PHYSICAL REQUIREMENTS & WORKING CONDITIONS WORKSHEET**

R=RARELY, LESS THAN 15% OF TIME  
O=OCCASIONALLY, 15%-40% OF TIME  
F=FREQUENTLY 40%-70% OF TIME  
C=CONSTANTLY, MORE THAN 70% OF TIME

**COMPANY:** KEOKUK COUNTY  
**JOB TITLE:** PUBLIC HEALTH NURSE/HOME CARE NURSE  
**DATE:** OCTOBER 1999/Revised January 2004

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ADDITIONAL INFORMATION (INCLUDE “PREFERRED” REQUIREMENTS AND ADD COMMENTS WHICH SUPPORT OR DEFINE “ESSENTIAL” REQUIREMENTS.)

FEDERAL AND STATE LAW PROHIBIT DISCRIMINATION FOR PHYSICAL OR MENTAL DISABILITY UNLESS THE DISABILITY PRECLUDES PERFORMANCE OF THE ESSENTIAL FUNCTIONS OF THE JOB (WITH OR WITHOUT REASONABLE ACCOMMODATION) OR WOULD BE A HAZARD TO THE EMPLOYEE OR HIS/HER FELLOW WORKERS. ITEMS CHECKED ABOVE APPLY TO THE SPECIFIC JOB SHOWN ABOVE

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O=OCCASIONALLY, 15%- 40% OF TIME
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C=CONSTANTLY, MORE THAN 70% OF TIME