



Job Description: RN Case Manager Home Health Care

POSITION SUMMARY

Is appointed by the Administrator or Supervising Nurse. Responsible for the case management of assigned patients in accordance with the agency policies and all applicable laws and relevant professional standards.

Reports to: Clinical Service Manager / Administrator

Exempt Status OSHA Category 1

QUALIFICATIONS

1. Graduate of an accredited nursing program with a current license (in good standing (as a Registered Nurse in the states) of practice.
2. Knowledge and ability to provide skilled nursing care as defined in the state nurse practice act.
3. Current CPR certification.
4. One (1) Year home care experience or as required by state law.
5. Knowledge and ability and the necessary skill and judgment to perform all nursing procedures as outlined in the scope of practice in the Nurse Practice Act.
6. Has valid driver's license and use of an insured auto or access to adequate transportation.
7. Minimum of two (2) years experience preferred in supervisory or administrative positions.
8. Excellent verbal and written communication skills, and strong interpersonal skills.
9. Knowledge of the regulatory requirements at the state, federal, and local level.
10. Maintains productivity standards as established by the corporate office.
11. Absence of criminal background.

ESSENTIAL FUNCTIONS

1. Performs comprehensive subjective and objective assessment of the patient status that includes physical, psychosocial, and environmental parameters.
2. Ensures compliance with federal/state regulations governing home health care services by following policy and procedure consistent with agency standards.
3. Formulates individualized plan of care that incorporates analysis of assessment data.
4. Provides skilled interventions aimed at achieving realistic outcomes within a specified time period.
5. Modifies and updates plan of care to reflect progress toward outcomes.
6. Assures thorough and accurate documentation with all clinical data including but not limited to;
 - a. Admission through discharge, OASIS, HCFA 485, physician's orders, skilled nursing visits and changes in conditions.
7. Consistently demonstrates competency with technical nursing skills according to the legal scope of practice.
8. Maintains data collection, recording, and reporting systems to ensure proper service, data collection, and measurement of outcomes.
9. Implements teaching specific to patient and family needs and evaluates and modifies as needed.
10. May participate in the Professional Advisory Committee.
11. Participates in in-service education programs as required by state law.
12. May assist with quarterly clinical record reviews.
13. Appropriately documents all applicable data in the patient's medical record.
14. Ensures the maintenance and confidentiality of patient records.



FirstChoice® Job Description: RN Case Manager Home Health Care

15. Submits documentation timely and per agency policy.
16. Available for on-call as designated by Agency Management.
17. Develops and turns in weekly schedule prior to the next week.
18. Maintains productivity standards as established by the corporate office.
19. Allows time in schedule to do work from agency office.
20. Plans, directs, and participates in delivery of professional services to home care patients.
21. Identifies patients who are appropriate for care conferences.
22. Attends staff meetings.
23. Focuses services toward diagnosis-specific patient care needs.
24. Seeks consultant expertise with the Administrator as needed to ensure agency growth.
25. Agency Management approves time off, which is presented in advance in writing.

MARKETING

1. Is willing to participate in the marketing efforts of the office and does so as assigned.
2. Participates in community relations' activities as directed by the Agency Management.
3. Promotes the agency through positive representation and communication of its services.
4. Participates in committees and community relations as requested by the supervising nurse.
5. Participates in flu clinics, job/recruitment fairs, health fairs, etc. as directed.

COORDINATION OF SERVICES BELOW

1. Completes initial nursing assessments as designated by the Agency Management prior to the implementation of services to determine if the patient meets admission criteria, and assists in the assignment of qualified personnel.
2. Assists the physician in developing the plan of care and makes necessary revisions based on the patient's condition and needs.
3. Develops a plan of care for implementation by utilizing the nursing process and updating as necessary. Assigns and coordinates services provided.
4. Performs on-site supervisory and teaching visits for the evaluation of professional and para-professional staff on assigned cases and provides follow-up information to the agency management.
5. Prepares clinical progress notes and reviews documentation on a continual basis to ensure compliance with documentation standards.
6. Monitors clinical records for complete and accurate documentation and adherence to policy.
7. Provides clinical orientation to staff members on assigned home care cases.
8. Counsels the patient/family in meeting nursing and related needs.
9. Ensures adequate medical supplies and equipment are provided and reordered as necessary on assigned cases.
10. Adheres to the organization's patient care policies including the implementation of patient rights and responsibilities.
11. Initiates appropriate preventative and rehabilitative nursing procedures.
12. Attends case conferences, staff meetings and in-service programs.
13. Coordinates and directs programs and staffing of personnel to promote quality services for patients.
14. Oversees all clinical services provided to patients. Supervises all staff related to clinical provision of care.
15. Assures staffing of personnel to promote quality services for patients.
16. Is accountable for maintaining clinical practice in accordance with the Nurse Practice Act.
17. Inform patients and employees of the scope and nature of applicable services and community resources.
18. Responds to questions and concerns from families and patients. Promptly resolves areas of concern.



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Job Description: RN Case Manager Home Health Care

19. May need to conduct patient visits and complete clinical activities including but not limited to:
 - a. assessment, vital signs, oximetry, tube feeding, trach care, suctioning, vent care, infusion or oxygen therapy, etc.
20. Establishes and implements priorities for services within the limitations of available resources.
21. Maintains liaison with attending physicians, uses community resources available for continuity of patient care.
22. Responsible for maintaining open communication with care team to assure appropriate coordinate of services.
23. Provides training or in-services to the care team to assure the quality and appropriateness of care provided.
24. Delegates tasks according to the competencies and skills of the team members. Supervises, coaches, and disciplines team members as necessary and with consultation of the agency management.
25. Assures that documentation for all staff is complete and appropriate to the services provided.
26. Assures that services provided are consistent with the care plan.
27. Provides leadership to the staff and assures that professional standards are in compliance with applicable state practice acts and agency policies.
28. Communicates effectively with all members of the team.
29. Demonstrates knowledge and complete understanding of internal employee manual.

FINANCIAL MANAGEMENT

1. Understands and contributes to the financial management of cases.
2. Understands and complies with parameters of budget relating to expenses.
3. Supports the agency's financial management efforts.
4. Secures accurate documentation for billing and payroll and assures accurate and complete records.
5. Manages cases within the appropriate financial parameters.
6. Always aware of and adheres to prior authorization time frames.
7. Assists patients in assessing alternate payment methods, if necessary, including but not limited to private pay.
8. Assures compliance with the requirements of state licensure and Medicare certification by following agency protocols.
9. Recommends new policies and/or changes in current policies to improve quality of patients' services as well as efficiency and effectiveness of services.
10. Assures appropriate documentation with admissions, transfers and discharges including but not limited to;
 - a. completion of referrals, OASIS, HCFA 485, updates, physician's orders, skilled nursing visits, significant changes of condition, etc. Maintains current CPR certification. Follows all company policies & procedures.
11. Follows all infection control and OSHA standards and all state and federal regulations. Is punctual for client visits and reports to work as scheduled.
12. Is flexible and works cooperatively for agency needs.

QUALITY IMPROVEMENT

1. Understands and applies the concepts of continuous quality improvement to all work practices.
2. Is knowledgeable of the agency's QI goals and participates as directed.
3. May serve on the Professional Advisory Board.



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Job Description: RN Case Manager Home Health Care

4. Reviews patient care policies with Medical Director, Director of Home Care/Nursing, and Professional Advisory Board.
5. Consults with the Governing Body as needed.
6. Identifies systems to recognize patient and respond to patient needs, to measure the outcomes of agency interventions.
7. Utilizes this data to provide direction for agency improvements.

PROFESSIONALISM

1. Presents self professionally and positively represents the agency.
2. Language, demeanor and all interactions are professional.
3. Is professional in appearance - clothing, grooming (hair, nails), etc.
4. Demonstrates teamwork and effective communication.
5. Completes and documents skilled nursing visits and supervisory visits as required.
6. Assesses knowledge level of patients and identifies learning needs.
7. Plans, teaches, supervises, and counsels patient and family regarding physical care, measures to promote improvement and/or recovery, symptom complication management, expected disease progression, social and emotional care and community resources.
8. Evaluates effectiveness of teaching and modifies accordingly.
9. Promotes patient and family autonomy.
10. Integrates knowledge of community resources into plan of care.
11. Demonstrates working knowledge of internal and community resources.
12. Maintains patient records showing systematic assessment, planning, intervention, and evaluation.
13. Ensures provision of education and training related to clinical practice issues and regulation and reimbursement changes.
14. Completes appropriate documentation timely with all patient care including, but not limited to;
 - a. admissions, discharges, OASIS, HCFA-485, physician orders, SNF visits, changes in condition, etc.
15. Maintains liaison with attending physicians, uses community resources available for continuity of patient care.
16. Applies knowledge of clinical and administrative policies and practices - communicates potential risk management issues and reports abuse or unsafe - illegal practice as required by law.

CLINICAL SKILLS

1. Assumes responsibility or professional development and contributes to the professional growth of others.
2. Uses professional judgement to delegate selected nursing tasks when determined safe and appropriate.
3. Supervises those to whom nursing functions have been delegated on an ongoing basis and in accordance with regulatory and agency requirements.
4. Retains responsibility and authority for determining appropriateness of plan and implements corrective actions when necessary.
5. Performs other related duties and responsibilities as deemed necessary by Supervising Nurse.
6. Communicates potential risk management issues and reports abuse or unsafe/illegal practice as required by law.
7. Performs on-call responsibilities as directed
8. Files time sheets and other pay documentation as directed.



FirstChoice® Job Description: RN Case Manager Home Health Care

RN Case Manager ADA Requirements

The frequency of each activity will be identified by the following codes:

R – Rarely (less than .5 hr. per day)

O – Occasionally (.5 to 2.5 hr. per day)

F – Frequently (2.5 to 5.5 hr. per day)

C – Continually (5.5 to 8 hr. per day)

NA – Not applicable

The activities below are intended to describe the general context/requirements for performance of this job. It is not an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties.

Physical Activities	Code	Describe any repetition or a unique application of activity which may be associated with this portion.
Sitting	F	
Stationary Walking	F	
Walking	F	
Ability to be Mobile	C	
Crouching (bend at knees)	F	
Kneeling/Crawling	O	
Stooping (bend at waist)	F	
Twisting (knees/waist/neck)	F	Patient visits may involve transfers, lifting, turning
Turning/Pivoting	F	
Climbing	O	Office location may require climbing steps
Balancing	F	
Reaching Overhead	F	
Reaching Extension	F	
Grasping	F	
Pinching	O	
Pushing/Pulling	O	* Patient may involve transfers, lifting, turning
Weight ranges	*See Comment	May need to assist in packing and moving
Lifting/Carrying	O	office inventory charts, supplies etc. that
Weight Ranges	*See Comment	involves pushing, pulling, lifting and carrying
		boxes, equipment, etc.
Other	Universal precautions and infection control standards must be maintained, there may be unsafe environments in a pt's home (e.g. pets). May be exposed to blood and body fluids, household dust, cigarette smoke, needles *Maximum weight is 50#	
Sensory Activities	Code	Describe any repetition or a unique application of activity which may be associated with this portion.
Talking in Person	C	
Talking on the Telephone	F	
Hearing in Person and on Telephone	C	
Vision for Close Work	F	



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I have read and understand the job description for registered nurse and reviewed the ADA requirements for my job description and affirm that I can perform all the job requirements and ADA requirements for the job of registered nurse

☐ without accommodation

☐ with the following accommodation*: _____

Employee Signature: _____ Date: _____

Employee Name Printed: _____

Witnessed by First Choice employee: _____

*Note: If accommodation is required for this potential employee, this job description is not approved by First Choice until review by Director of Operations, Administrator and or Executive Director.