

Job Description / Performance Evaluation

Title: Admission RN

Job Summary:

Primary functions are to perform admissions and administer nursing care for clients of all ages in their place of residence, coordinate care with the interdisciplinary team, patient/family and referring agency; and assume the responsibility for coordination of care.

Job Qualifications:

- Education: Graduate of an accredited Diploma, Associate or Baccalaureate School of Nursing
- Licensure: Current Texas State license as a Registered Nurse, current Texas Driver's License
- Experience: Two years experience as a Registered Nurse in a clinical care setting, and 1 yr full time hospice.
- Skills: Nursing skills as defined as generally accepted standards of practice. Knowledge of State and Federal regulations. Good interpersonal skills.
- Transportation: Reliable transportation. Valid and current auto liability insurance

Environmental and Working Conditions:

Works in patient's home in various conditions and locations; possible exposure to blood and bodily fluids and infectious diseases; Proof of current CPR, and Hepatitis consent/declination; ability to work flexible schedule; ability to travel locally; some exposure to unpleasant weather; PRN emergency call.

Physical and Mental Effort:

Prolonged standing and walking required, with ability to lift up to 50 lbs and move patients. Requires working under some stressful conditions to meet deadlines and patient needs, and to make quick decisions and resource acquisition; meet patient/family individualized psycho social needs. Requires hand-eye coordination and manual dexterity.

Essential Functions:

Evaluation

Assess hospice patients utilizing the Nursing Assessment and LCD criteria to identify the physical, psycho social, and environmental needs.	
Develop and document the plan of care in correlation with Assessment	
Provide nursing care utilizing infection control measures (OSHA)	
Work with the Interdisciplinary Team to assure patient/family needs are met.	
Communicate with attending physicians, hospice physicians, and other physicians involved in the patient's care.	
Timely submission of all required paperwork.	
Demonstrate commitment, professional growth and competency.	
Meet productivity standards.	
Perform on-call responsibilities and provide on-call service to patients/families as assigned	
Provide effective communication to patient/family, team members, and other health care professionals.	

Statement of Understanding: I have read the above job description and essential functions. I understand and agree to carry out these responsibilities as assigned. I understand and acknowledge that nothing contained in this job description may be construed as limiting the employer's right to discipline or terminate my employment at any time for failure to perform satisfactorily

Signature: _____ **Date:** _____

Evaluation Codes: 1-Does not meet job requirements/expectations 2-Occasionally meets job requirement
 3-Normally meets job requirements 4-Meets and occasionally exceeds job requirements 5-Regularly exceeds job requirements

Comments/Goals: _____

Use back for additional comments/goals

Signature: _____ **Date:** _____

Evaluator/Title: _____ **Date:** _____

Performance Evaluation Addendum

90 Day

Annual

Date On Site Supervisory Visit Completed: _____ (form attached).

Comments/Goals Met or Not Met for this evaluation period: _____

Employer/Employee Mutual Goals set for the next evaluation period: _____

Employee Comments/Response: _____

Employee Signature: _____ **Date:** _____

(For Employer Evaluation / Employee Self Evaluation)

Evaluator/Title: _____ **Date:** _____