

South Coast Hospice and Palliative Care Services Inc.

1620 Thompson Road - Coos Bay, OR 97420 541-269-2986 sch@schospice.org www.schospice.org

Palliative Care Services Nurse Practitioner (PCS)

QUALIFICATIONS:

1. Possession of a current license to practice as a Nurse Practitioner in the State of Oregon.
2. Graduate of an accredited school of nursing.
3. One year acute care experience or equivalent in training required.
4. Minimum one to two years work experience as a professional nurse practitioner.
5. Ability to work flexible hours including evenings and/or weekends as needed or requested.
6. Ability to function as an integral part of the Interdisciplinary Team.
7. Ability to work as a team member to enhance the mission, policy, and philosophy of South Coast Hospice.
8. Must demonstrate skill in conflict resolution and maintain a kind and respectful behavior.
9. Must possess strong organizational, interpersonal, leadership, and team building skills.
10. Must demonstrate a strong work ethic founded upon personal/professional integrity and behavior.
11. Must have a strong organizational commitment and adherence to South Coast Hospice/Palliative Care Services Policy.
12. Must possess, or in 30 days be able to possess, an Oregon driver's license, dependable transportation, and proof of automobile insurance.
13. Must be able to meet the physical demands of the job, such as patient lifting, repositioning, transferring, etc.
14. Education and/or experience, and acceptance of Hospice concept of care, and dissemination of Hospice philosophy and policy.
15. Must possess a sensitive and compassionate attitude towards accepting death as a part of life and enhancing the Quality of the life for patients, assigned to his/her care.
16. Must demonstrate excellent patient family assessment, pain management and critical thinking skills.

PURPOSE:

The Family Nurse Practitioner provides care to Palliative Care patients and collaborates with other team members as described in the duties and responsibilities section of this job description.

SUPERVISION RECEIVED:

The Palliative Care Services (PCS) Nurse Practitioner reports directly to South Coast Hospice and Palliative Care Services Executive Director in the absence of the Executive Director the PCS Nurse Practitioner will report to the Personnel Manager.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

1. Participates with initial inquiry calls regarding Palliative Care Services.
2. Shares responsibility for Patient Admissions into Palliative Care Services including
 - a. Attain from the primary referring physician medical paperwork and signed referral sheet for admission patient/form into Palliative care Services.
 - b. Have patient fill out the Informed Consent and HIPPA Forms.
 - c. Complete initial (PCS) patient history information, perform patient physical, and assess any prescriptions the patient may need.
3. Assess patient to develop appropriate care plan formulation for patient/family caregiver identified problems.
4. Attends weekly Bay Area Hospital/PCS Palliative Care IDG Meeting and presenting patient information to IDG panel including IDG Box and PC Census.
5. Meet with South Coast Hospice Medical Director once every other week.
6. Meet with South Coast Hospice Executive Director once weekly.
7. Attends Interdisciplinary Group, case conference, staff meetings, and In-services as requested.
8. Responsible to attend the Tumor Board.
9. Required to attend Cancer Care Conference. PCS Nurse Practitioner is responsible for questioning physicians regarding shared oncology patients to resolve issues regarding future treatment.
10. PCS Nurse Practitioner will be responsible for turning in dictation daily to ensure dictation turnover is less than 48 hours.
11. Functions as a professional and cooperative South Coast Hospice team member.
12. Addresses and supports all SCH Policies and Procedures.

DUTIES AND RESPONSIBILITIES CONT:

13. Maintains SCH /PAS (Death with Dignity) Policy and Procedures, and maintains a neutral position at all times.
14. Ensures all medical agencies have the most current information regarding patient plan of care, or medications needed for patient care.
15. Responsible for ordering all of patient's durable medical equipment such as walkers, canes, wheelchairs, as well as oxygen.
16. Oversees Palliative Care Billing services process.

17. Demonstrates continued professional growth and development through participation in educational programs and review of current health care.
18. All other duties/tasks as deemed appropriate for the position of SCH PCS Nurse Practitioner as requested, Assigned and/or delegated by the Hospice, Palliative Care and Family Services Manager and/or Executive Director.
19. Exhibits and supports a kind, decent, and respectful behavior in the workplace
20. Participates in Staff training and educational programs.
21. Adheres to all SCH Personnel Policies including, but not limited to:
 - a. SCH Standards of Conduct as described in the agency's Compliance plan
 - b. SCH Privacy Practices in accordance with HIPAA regulations.
 - c. SCH Sexual Abuse and Molestation Policy.

Employee Signature

Date

Executive Director

Date

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