

Job title	On-Call Staff Nurse
Reports to	Director of Nursing

Job purpose

- To ensure that nursing needs of the patient are met as identified in the patient's initial assessment, comprehensive assessment, and updated assessments during weeknight and weekend hours when the hospice office is closed.

Duties and responsibilities

- Assumes primary responsibility for the Hospice of North Central Oklahoma, Inc. patient/family management duties during regularly scheduled on-call hours. This includes assessing, planning, implementing and evaluating patient's care; initiating and completing admission; and ensuring seamless care.
- During on-call hours will be prepared at all times to immediately make a visit to patient's home; will carry phone at all times; will stay within the service area; will alert the hospital operator and Director of Patient Care, if traveling out of cellular service range.
- Will make visit for any acute symptom or change in patient condition.
- Will maintain a log of when call is received, answered, and nature of the call.
- Initiates communication with attending physicians, other hospice staff members, and other agencies as needed to coordinate optimal care and use of resources for the patient/family.
- Maintains regular communication with the Director of Patient Care.
- Obtains data on physical, psychological, social and spiritual factors that may influence patient/family health status and incorporate that data into the plan of care and reports to family services/chaplain when appropriate.
- Maintains up-to-date patient records so that problems, plans, action and goals are accurately and clearly stated and changes are reflected as they occur.
- Documents care and services within a time frame consistent with agency policy.
- Seeks input from other interdisciplinary group members regarding the patient plan of care to obtain additional knowledge.
- Accepts responsibility for coordinating physical care of the patient by teaching primary caregivers, volunteers, employed caregivers, or by providing direct care as appropriate.
- Provides both written and oral reports, if needed, to hospice nursing staff at the end of regular shift.
- Informs Director of Patient Care of unusual or potentially problematic patient/family issues.
- Shares in providing continuous care for patients, as appropriate.
- Provides appropriate support to families and caregivers at time of death and period of bereavement.
- Participates in Hospice of North Central Oklahoma, Inc.'s orientation and in-service training programs for professional staff and participates in agency and community programs as requested to promote professional growth and understanding of hospice care.

- Demonstrates familiarity with policies of the agency and rules and regulations of State and Federal bodies.
- Participates in QAPI (quality improvement activities) as requested by Director of Patient Care.
- Accept other assignments as appropriate.

Qualifications

- Possession of a current license to practice as a registered nurse in the State of Oklahoma.
- At least two years of varied work experience as a professional nurse, and preferably one of the two years in a hospice or home health setting.
- Demonstrated skill in nursing assessment, ability to cope with family emotional stress, and tolerance of individual lifestyles.
- Computer competency and experience using electronic medical software.
- Possession of a current driver's license for the State of Oklahoma and proof of vehicle insurance and ability to visit the homes of patients.

Physical requirements

See Environmental Demands Form.

Direct Reports

No Direct Reports

On-call Nurse

Date

Director of Patient Care

Date

Chief Executive Officer

Date

Approved by:	
Date approved:	
Reviewed:	