



Reports To: Director of Field Clinical Operations **FLSA Status:** ☐ Exempt; ☐ Nonexempt

☐ **Full Time** or ☐ **Part-time**

PTO: ☐ Level I ☐ Level II ☐ Level III

I. Position Summary

Hospice Team Float RN is a highly skilled and adaptable clinician responsible for delivering all aspects of hospice care across the patient continuum. The RN role supports multiple functions within the agency, including PTO coverage, intake/admissions, comprehensive visits, prn visits, death pronouncements, TSHH and administrative roles. The RN Team Float serves as an extension of the clinical team, filling gaps, ensuring continuity of care and enhancing quality and responsiveness in hospice services delivery.

II. Essential Duties and Responsibilities

Skilled Nurse Responsibilities (both in the field and at TSHH residence):

- a) Provide personal care as necessitated by the skilled visit;
- b) Perform duties per their scope of practice (injections, enemas, medications, etc.)
- c) Promotes expression and venting of feelings and normalization of experience for patient, family and staff;
- d) Report changes in patient condition to RN Case Manager or RN on-call.
- e) At TSHH, contact Physician for change in orders as patient condition warrants;
- f) Support and maintain regulatory compliance;
- g) Utilize the nursing process to assure a comprehensive plan of care;
- h) Assure ongoing assessment and revisions to a patient's plan of care;
- i) Teach patient, family and/or staff on caring for patient;
- j) Assess patient, family and/or staff comprehension and ability to provide appropriate care;
- k) Identify significant clinical findings, draw conclusions and intervene appropriately;
- l) Promote communication through all levels of patient care including completing call log and on-call report;
- m) Participate in and attend clinical meetings;
- n) Support and maintain regulatory compliance;
- o) Maintain timely and appropriate records/documents per Hospice policies and procedures;
- p) Maintain/enhance professional skills and requirements including education and training;
- q) Administrative rotation;
- r) Perform other tasks and duties as assigned;
- s) Take initiative as needed or when the opportunity arises;

- t) At TSHH, provide meal preparation and housekeeping as needed;
- u) Travel as required.

Home Health Aide Responsibilities (both in the field and at TSHH residence):

- a) May be asked to provide HHA services, on an intermittent as needed basis when other HHAs or LPNs are not available to provide HHA services.

Office and Other Administrative Responsibilities

- a) Provide outreach and education to doctor's offices, hospitals, facilities, and other care setting and referral sources;
- b) Provide support in office functions, including, but not limited to, admissions and intake, medical records, coding, chart auditing, QAPI, etc.;
- c) Support HOPE deliverables including but not limited to ensuring compliance requirements are met and submissions are made in accordance with regulatory requirements;
- d) Participate and provide services for the Palliative Care function;
- e) Serve as back-up to Director of Field Clinical Operations and Director of TSHH;
- f) Support Clinical Administrative Staff in the weekly rotation of after-hours responsibilities;
- g) Identify clinical education needs within the agency and ensure they are met;
- h) Stay up to date on regulatory changes and ensure the agency is trained ahead of changes to stay in compliance;
- i) Perform other tasks and duties as assigned

III. Formal Education Requirements

Current New York State RN license that meets all requirements found in New York State Education Law Section 6905

IV. Formal Experience Requirements

At least one (1) year nursing experience.

At least 2 years' Hospice and Palliative Care as a Registered Nurse is preferred.

V. Skills and Abilities (Competencies)

Certificates and Licenses

Must possess:

- Current New York State RN license that meets all requirements found in New York State Education Law Section 6905
- Valid Driver license and current auto insurance

Job Specific Competencies

1. Clinical Judgment

Demonstrates critical thinking, analysis and critical judgment in the care of patients and families experiencing life-limiting, progressive illness through use of the nursing process

to address the physical, emotional, psychosocial, and spiritual needs of the patients and families.

2. Advocacy and Ethics

Incorporates ethical principles and professional standards in the care of patients and families experiencing life-limiting, progressive illnesses; as well as identifying and advocating for the wishes and preferences of patients and families.

3. Professional Conduct

Demonstrates, knowledge, skills, behaviors and attitudes that are consistent with the professional standards, code of ethics, and scope of practice for hospice, palliative nursing, while maintaining professional boundaries.

4. Collaboration

Actively promotes dialogue with patients and families, the healthcare team and community to address and plan for issues related to living with, and/or dying from life-limiting, progressive illnesses.

5. Systems Thinking and Action

Utilizes resources necessary to enhance quality of life for patients and families experiencing life-limiting, progressive illness through knowledge and navigation within the healthcare system.

6. Cultural Competence

Demonstrates cultural competence by respecting and honoring the unique diversity and characteristics of patients, families, and colleagues in hospice/palliative care.

7. Facilitator of Learning

Facilitates learning for patient, family, self, members of the healthcare team and community through the development, implementation and evaluation of formal and informal education related to living with, and/or dying from a life-limiting, progressive illness.

8. Communication

Demonstrates the use of effective verbal, non-verbal and written communication with patients, families, members of the healthcare team and community in order to therapeutically address and accurately convey the hospice/palliative care needs of patients and families.

Additional Skills/Abilities/Requirements

- Maintain ethical standards, confidentiality and professional conduct;
- Strong communication skills including listening, verbal and written;
- Ability to work in a team setting, collaborate with others and adapt to a changing environment, while balancing priorities;
- Adhere to mission, vision, values, operating principles and strategic priorities;
- Must be proficient with electronic medical records;
- Ability to complete daily documentation/timesheets, etc., and other work in a timely manner with limited supervision.

VI. Working Conditions and Environmental Hazards

This position works in contact with risks associated with blood-borne pathogens and needle sticks. Care must be taken to follow all health and safety requirements.

VII. Physical Requirements

Position requires a moderate level of independent judgment in performing responsibilities.

Must be able to lift, move, and transfer patients and equipment. Must be able to lift and carry up to **50 pounds** independently and occasionally assist with transfers of patients who may weigh **up to 100 pounds or more** with appropriate equipment or team assistance. Must be able to perform physical tasks such as bending, stooping, kneeling, reaching, and prolonged standing and walking.

VIII. Contacts

Internal:

Director of Field Clinical Operations, inter-disciplinary team members, office staff, Hospice Medical Director, Hospices Physician, and Nurse Practitioners.

External:

Patients and families, Healthcare (Hospital/Nursing Home, etc.) facility staff, and primary/specialist physicians.

IX. Supervision and Guidance

There are no direct-reports to this position.

X. Approvals

Approved by President/CEO

Date

Approved by Supervisor

Date

Supervisor Title

XI. Receipt and Acknowledgment

As a Chautauqua Hospice & Palliative Care (CHPC) employee, you are an integral part of our mission to provide compassionate end-of-life care. CHPC operates The Star Hospice House (TSHH), a 24/7/365 residential hospice facility. Due to the nature of our services, all CHPC employees may be called upon to assist with staffing needs at TSHH, as needed. While primary job responsibilities will remain focused on the employee's assigned role, flexibility

and willingness to support the facility is essential to ensuring the continuity of care for our patients.

I have read the Job Description for Float Registered Nurse and understand the responsibilities and expectations of the position, and agree to perform these duties and expectations. If I have any questions, I will ask my Manager.

Print Employee Name

Employee Signature

Date