



Job Description

Job Title	RN Case Manager	Position Type	Full-time, Hourly, Non-Exempt
Department	Hospice - Helena, MT and/or Butte, MT	Direct Supervisor	Director of Clinical Services

Job Summary

The RN Case Manager works under the direction of the Director of Clinical Services, the Medical Director and the interdisciplinary group in providing skilled nursing assessments, planning, and care in order to maximize the comfort and health of both patients and their families/caregivers.

Responsibilities

- 1.) Complete initial, comprehensive and ongoing assessment of patient and family and determine hospice needs. Provide a complete physical assessment and history of current and previous illnesses.
- 2.) Develop a care plan that establishes goals, based on nursing diagnosis and incorporates palliative nursing actions.
- 3.) Assess and evaluate patient status by creating and initiating care plan, regularly evaluating patient/family needs, and revising care plan as necessary.
- 4.) Administers medications and treatments prescribed by the physician as outlined in the plan of care.
- 5.) Provides health care instructions to the patient as appropriate per assessment and plan.
- 6.) Assists the patient with the activities of daily living and facilitates the patient's efforts toward self-sufficiency and optimal comfort care.
- 7.) Acts as Case Manager when assigned by Director of Clinical Services and assumes responsibility to coordinate patient care for assigned caseload.
- 8.) Complete, maintain and submit accurate and relevant clinical notes regarding patient's condition and care given.

- 9.) Communicate with the physician regarding the patient's needs and report changes in the patient's condition.
- 10.) Provides and maintains safe environment for the patient.
- 11.) Works in cooperation with the family/caregiver and hospice interdisciplinary group to meet the care and emotional needs of the patient and family/caregiver.
- 12.) Attends and participates in the interdisciplinary group meetings.
- 13.) Participate in on-call duties as defined in the on-call policies and procedures.
- 14.) Ensure that arrangements for DME and other necessary items and services are available.
- 15.) Actively participate in quality assessment performance improvement activities.
- 16.) Other duties as assigned.

Job Conditions

- 1.) Full-time position based in Helena, MT or Butte, MT
- 2.) Prolonged walking and/or standing.
- 3.) Ability to lift, position and/or transfer patients.

Qualifications

- 1.) Graduate of an accredited school or nursing.
- 2.) Current and active State of Montana RN license.
- 3.) Must have an active Montana Driver's License and have an automobile that is insured and in good working order.
- 4.) Minimum 3 years of RN experience, preferable in hospice, home health, or long-term care.
- 5.) Excellent observation, verbal and written communication skills, problem solving skills, and nursing skills per appropriate competency checklists.
- 6.) Ability to lift, position and/or transfer patients, supplies and equipment.

Acknowledgment

Employee Name

Employee Signature

Date