

## CASE MANAGER

### MAIN PURPOSE:

Exempt

**FLSA Status:** Salaried

Provides coordination of care to ensure the continuous assessment of each patient's and family's needs that are identified, met, and implemented as outlined in the interdisciplinary plan of care.

### REPORTING RELATIONSHIP:

Reports to the Patient Care Coordinator and is accountable to the Assistant Director of Nursing or the Director of Nursing.

### ESSENTIAL FUNCTIONS:

#### Patient Care:

- Performs an initial and ongoing comprehensive assessment of the patient's and family's physical, psychosocial, environmental, safety and spiritual needs within 5 days of the election of hospice services, with reassessments no less frequently than every 15 days.
- Develops an individualized plan of care based on a comprehensive assessment in conjunction with the patient's and family's goals.
- Assesses all aspects of the patient's pain and comfort, developing and implementing an individualized pain management plan.
- Provides holistic, patient/family-centered care as prescribed, in the patient's residence to improve the quality of life.
- Consults and collaborates with the interdisciplinary team and other agencies involved in the patient's care.
- Supports the patient, family, and caregiver in medical decision making and unique spiritual and cultural beliefs.
- Provides supervision of LPN and Home Health/Hospice Aides in accordance with Agency policy and regulatory requirements.
- Performs admissions as assigned.
- Completes an average of 25 visits per week
- Communicates appropriate information and participates at IDG meeting.

#### Documentation:

- Documents problems, nursing assessments, appropriate goals, care provided, care interventions, patient/family teaching, and patient and family outcomes.
- Completes patient assessment documentation on the day care is given.
- Documents all physician orders, IDG notes, and patient notes on the day work is performed.
- Documents LPN, Home Health, and Hospice Aide supervisory visits every 14 days.
- Helps to provide continuity of care between team members and other service providers by ensuring verbal and written reports are clear, concise, and timely.

**ESSENTIAL FUNCTIONS** *(continued)*:**Teaching:**

- Teaches patient self-care.
- Teaches those parts of patient care appropriate for each family, or ECF staff to provide.
- Teaches indications, side effects, and contraindications of all medications.
- Assists the patient's family, or ECF staff, with understanding the illness, the dying process, plan of care, and needs of the patient.
- Teaches the patient and family their rights regarding hospice care and benefits.
- Serves as preceptor to other staff nurses, Aides, and students.

**ADDITIONAL FUNCTIONS:**

- Committed to Agency resolution against fraud and abuse.
- Knowledgeable in hospice philosophy, LCD's, and state and federal rules and regulations.
- Arrives to work and meetings on time and ready to work.
- Respects confidentiality of patients/families and other Agency employees.
- Attends monthly nurses meeting and educational meetings/conferences for professional growth as required.
- Attends and completes yearly nursing skills validations.
- Participates in agency infection control plan.
- Sees change as an opportunity and maintains a level of flexibility, which allows for adaptation to new ways of performing.
- Follows directions and policies that allow for an organizational commitment to working under time pressures without sacrificing quality.
- Performs other duties that may be assigned.

**JOB REQUIREMENTS:**

- Possesses the ability to perform the following tasks for varying periods of time: standing, walking, sitting, lifting objects up to 75 lbs., pushing/pulling objects up to 200 lbs., climbing stairs, stooping, kneeling, twisting, bending, reaching overhead and in front of body, simultaneous use of both hands, wrists, and fingers.
- Possesses the ability to perform the following tasks for varying periods of time: speak in conversational tones utilizing the English/American Language, hear conversations as well as bodily function sounds with various medical or non-medical devices, observe patients via touch sensitivity that is strong enough to palpate various areas on the human body and allow an accurate reporting of a pulse, see with vision acuity: near, 20 inches or less, and far, 20 inches or more, with or without corrective devices such as glasses or contacts, have a depth perception of three dimensions, and a sharpness of vision/focus with adequate peripheral vision to allow an acute awareness of surroundings.

**JOB REQUIREMENTS** *(continued)*:

- Possesses the ability to work in a variety of environmental conditions that include, but are not limited to the following: adverse weather conditions, dust, fumes, tobacco smoke, noise, closed-in spaces or rooms, and locations with poor or improper lighting and glare.
- May be required to work in shifts that may be steady or rotating.
- On call shifts are required
- Possesses the ability to operate and drive an automobile and maintains a valid driver's license and current automobile insurance. Requires use of personal vehicle.

**QUALIFICATIONS:**

- Maintains current R.N. nursing licensure in Indiana and CPR certification.
- Previous nursing experience required with home health/hospice experience preferred.

Employee Signature

Date

*Revised 05/21  
JD/Case Manager*