

JOB DESCRIPTION					
TITLE: RN, Weekend Telehealth Nurse		DEPARTMENT: Signature Care		EFFECTIVE DATE: 4/01/11 REVISED: 12/28/2011, 8/27/2015, 2/2/17	
JOB CODE: 584	GRADE: E3	BENEFITS:	FLSA STATUS:	EEO STATUS:	PAGE:

FUNCTION: Provides case management of the telehealth population including patient education, coordinating the plan of care in collaboration with the case managers and other health care providers.

REPORTS TO: Chief Quality and Innovation Officer

HOURS: Part time days Sat. & Sun and Holidays

RELATIONSHIPS: Patient, Family, Case Managers, PHV Staff, Physicians, QM, IT, external referral sources.

RESPONSIBILITIES:

1. Clinical Role

- a. Clinical assessment of patient data transmitted on a daily basis
- b. Contacts patients if findings significant or require clarification to mentor and educate the patient on self management
- c. Follow-up with case manager and/or physicians as appropriate regarding significant findings that may require interventions.
- d. Coordinate with triage staff for home visits as indicated
- e. Enter data on a daily basis through the desktop applications and EMR
- f. Communicate significant findings and/or areas requiring additional reinforcements with case manager.
- g. Works collaboratively with other team members.

2. Program Promotion

- a. Educates internal and external customers in telehealth devices and benefits
- b. Maximizes utilization of all available units
- c. Provides ongoing excitement and attention to telehealth.
- d. Trains others as necessary to provide backup coverage
- e. Assists with the development of additional telehealth programs

3. Responsible for the Key Performance Indicators (KPI's) established by their manager.

4. Other duties as assigned

QUALIFICATIONS:

1. Current NY State Licensed RN.
2. At least 1 year of home care experience in the field
3. Excellent communication skills.
4. Strong patient interview and clinical assessment skills.
5. Strong team mentality and ability to collaborate with other providers to achieve telehealth goals
6. Excellent organizational abilities
7. Computer proficiency including ability to run reports and share data using software such as Excel, Word, Web based applications and EMR

EMPLOYEE ACKNOWLEDGMENT

I have reviewed my job description and agree to perform all duties mentioned to the best of my ability. I understand my job duties may change as the needs of the company change. I further agree to notify my immediate supervisor if I am unable to complete any of my job duties in a timely manner.

Employee Signature

Employee Print Name

Date

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