

## JOB DESCRIPTION

TITLE: Hospice Evaluator		DEPARTMENT: Hospice		EFFECTIVE DATE: 04/06 REVISED: 3/15	
JOB CODE: 266	GRADE: E3	BENEFITS:	FLSA STATUS:	EEO STATUS:	PAGE:

**FUNCTION:** Evaluates, admits and coordinates Hospice services

**REPORTS TO:** Director of Hospice and Palliative Care

**HOURS:** Full Time

**RELATIONSHIPS:** Families and caregivers, physicians, hospitals, skilled nursing facilities, vendors, contract and community agencies, and numerous other VNS departments.

**RESPONSIBILITIES:**

*Standard: Duties of the registered nurse.*

- I. The registered nurse makes the initial evaluation visit, regularly reevaluates the patient's nursing needs, initiates the plan of care and necessary revisions, furnishes those services requiring substantial and specialized nursing skill, initiates appropriate preventive and rehabilitative nursing procedures, prepares clinical and progress notes, coordinates services, informs the physician and other personnel of changes in the patient's condition and needs, counsels the patient and family in meeting nursing and related needs, participates in in-service programs, and supervises and teaches other nursing personnel.
- II. Participates and assures that Hospice services are consistent with the agency vision, mission, values and strategic goals and meet customer needs.
  1. Evaluates patient eligibility for Hospice admission and on-going service based on the Conditions of Participation and recommends acceptance into hospice program or referral to other health care services/programs.
  2. Evaluates and admits cases same day, as much as possible. Coordinates all the initial care needs and makes referrals as needed.
  3. Develops and revises hospice plan of care in conjunction with patient, family, physician, hospice medical director and IDG, including obtaining medical orders and approval of medical services. This plan and visit frequency is based on patient and family needs.
  4. Works closely with hospice medical director and hospice leadership on issues concerning the evaluation process, admission and patient eligibility criteria. Acts as patient and family advocate regarding end of life care.
  5. Ensures comprehensive assessment, coordination and education of end of life care and continually

re-evaluates and anticipates the changing patient/family needs.

6. Assures the completion of all appropriate electronic clinical documentation needed for compliance with state and federal regulations and the delivery of seamless service within established timeframes. Laptops must be used in the care setting.
  7. Directs, coordinates, evaluates and supervises the quality of patient care services provided by the Home Health Aides, including clinical supervision. Provides a supportive and inclusive environment for home health aides. Promotes the VNS image by adhering to the dress code policy.
  8. Provides in-service education programs and markets the hospice program within the community and health care systems.
  9. Promotes positive, supportive, respectful communication to all internal and external customers.
  10. Act as preceptor and works with new staff, students and medical staff as needed.
  11. Rotates responsibility for coverage in the community, nursing home and hospital settings.
  12. Demonstrates willingness to flex work hours based on patient need.
  13. Will participate in regular on-call scheduling for evenings, nights, weekends and holidays.
- III. Contributes to an environment of professional growth, learning, trust and mutual respect for all employees.
1. Practices regular employee recognition
    - a. Recognizes personal worth of others
    - b. Recognizes team members and significant contributions
    - c. Encourages others to have fun and celebrate accomplishments
  2. Promotes the recognition, respect and celebration of the diversity of our workforce.
  3. Participates in education including orientation, in-service training programs and self-development.
  4. Demonstrates commitment, professional growth and competency.
  5. Participates in professional organizations, continuing education opportunities and shares acquired knowledge with team members.
  6. Hospice and Palliative Care Certification within 2 years of hire is preferred.
  7. Responsible for the Key Performance Indicators (KPI's) established by their manager.

#### QUALIFICATIONS:

1. A graduate of an approved school of professional nursing, who is a Licensed New York State RN with a minimum of one year of experience as a clinical nurse in a hospital or home care agency or BSN and a minimum of 6 months experience in hospital or homecare.

2. Excellent communication (oral and written) and interviewing skills. Good organizational skills.
3. Occasional extras hours in the evening and on the weekends in client's homes. Must be available for regular on-call schedule. Local travel to and from client's homes with regular access to a car required.

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.

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Employee Signature

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Employee Print Name

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Date

<https://urmhomecare.org/employment/application/>

