



## **JOB DESCRIPTION: REGISTERED NURSE CASE MANAGER**

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For [A BETTER ALTERNATIVE TO SENIOR CARE, INC.,] patients assigned to his/her care, and in accordance with standards of practice, and within the Registered Nurse scope of practice, the Registered Nurse (RN) Case Manager is responsible for agency patient initial and on-going assessments. He/she works with the patient in the development and implementation of the plan of care and evaluates its effectiveness.

**REPORTS TO:** Director of Clinical Services or Clinical Manager as assigned

**SUPERVISES:** Home Health Aides and LPNs as assigned to their clinical patients

### **QUALIFICATIONS:**

- Graduate of an accredited school of nursing
- Possess two years of experience in an acute care, home health care setting
- Possess and maintain a current state RN license
- Maintain CPR certification
- Possesses effective communication skills and ability to work with individuals from a variety of backgrounds and educational experiences
- Possess good time management, health assessment, and work ethic skills
- Possess a current driver's license and a dependable insured automobile
- Self-directed with ability to make independent patient service judgments
- Demonstrate computer literacy
- Provide written proof of health status and ability to lift, bend, and squat the level and amount determined by each job assigned

### **RESPONSIBILITIES:**

1. Demonstrates support for the agency mission statement to promote quality, efficient, comprehensive, and effective patient service.
2. Participates in and supports the agency Quality Assessment and Performance Improvement activities.



3. Participates in orientation, competency testing, and in-services of all new personnel, as needed.
4. Supports coordination of home health care services with all disciplines.
5. Performs the initial comprehensive and on-going assessments on each assigned patient's physical, functional, psychosocial, environmental, and activities of daily living.
6. Develops and revises the plan of care with the patient and physician, as needed.
7. Provides direct care, treatments, assessment, and education to patient and family.
8. Uses a framework of assessment, implementation, coordination, and evaluation providing outcome-based service for an assigned caseload from admission through discharge.
9. Supervises Home Health Aides services assigned to his/her patients every 14 days as required by the payer source for aide compliance with the plan, effectiveness of the service, and patient/representative satisfaction with the services provided.
10. Supervises LPNs assigned to his/her patients at least every 30 or 60 days as required by the payer source to evaluate the service effectiveness and the patient/representative satisfaction.
11. Appropriately seeks supervisory assistance as necessary to effectively perform duties.
12. Secures physician orders for needed disciplines, medications, equipment, supplies, and community services related to the patient's plan of care.
13. Assesses and manages patient pain levels by providing symptom relief.
14. Appropriately initiates preventive and rehabilitative nursing procedures.
15. Maintains confidentiality of patient, personnel, and agency operations.
16. Using agency documentation and/or computer-based software, records patient service activity in a timely manner including patient response and progress to goals.
17. Notifies physician of changes in the patient's condition or needs.
18. Complies with all home health care regulations, standards, policies, and procedures.
19. Promotes patient, personnel, and office safety and utilizes standard precautions.



20. Meets productivity requirements established for RN Case Manager.
21. During patient/representative interactions identifies cultural, spiritual, verbal, and non-verbal patterns indicating a need for individualized service or counseling.
22. Assesses caregiver's ability to manage patient needs and consider respite or alternative options, if needed.
23. Evaluates the safety of the home environment and recommends to patient/representative potential solutions for identified concerns.
24. Uses equipment properly and seeks training if necessary.
25. Participates in on-call duties as assigned.
26. Presents a professional appearance and promotes a positive work environment.
27. Performs other duties as requested.

#### EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE

I acknowledge I have received and read my job description and understand and accept the responsibilities, qualifications, physical demands, and work environment this position requires. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand management without notice may alter the job functions. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

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Employee Signature

Printed Name

Date: \_\_\_\_\_

#### REFERENCES:

CMS 42CFR 484.30; 484.105(f) (2); 484.60; 484.70; 484.75 (b)

ACHC HH4-11A

CHAP CIII.1b; CIII.1c CDT.3.1; CQI.1; IPC.1



TJC HR.01.02.01; HR.01.05.01; HR.01.02.07