Title: Float Nurse

Status: ¾-Time / Non-Exempt

Minimum Qualifications

1. Graduate of an accredited nursing program.
2. Current California Registered Nurse license.
3. Minimum of one year of experience as a professional nurse within the previous three years or equivalent experience in BSN program.
4. Current California driver’s license, proof of acceptable automobile insurance coverage, and reliable transportation as specified by Hospice of Humboldt’s policies.
5. Demonstrated critical thinking skills and excellent clinical judgment.
6. Must be willing to work all shifts: day, night, weekends, 8h, 12h, etc.
7. Reliable cell phone with local number and coverage.
8. Basic computer skills and willingness to expand skills as needed.

Preferred Qualifications

1. Strong interest in end-of-life care.
2. Experience in hospice or home health.
3. Experience working effectively with an interdisciplinary team.
4. CHPN certification.

Position Overview

The Float Nurse works in a variety of nursing capacities to provide care to hospice patients. The Float Nurse will function as a Visit Nurse, Case Manager, Admissions Nurse, Triage Nurse, Hospice House Nurse and On-Call Night Nurse to cover absences of regularly scheduled staff. The Float Nurse will provide nursing care in patient’s place of residence, including the Ida Emmerson Hospice House, under physician’s orders. Care is provided in collaboration with other Interdisciplinary Group members as described in the patients’ Plan of Care.

Essential Duties and Responsibilities

1. Provides direct nursing care in the patient’s place of residence including, but not limited to the following:
   • Actively participates in coordination of all aspects of patient’s care, in accordance with current professional standards and practice.
• Participates in admission, discharge planning, and ongoing patient assessments.
• Responsible for developing, evaluating and adjusting the patient’s Plan of Care (POC) as indicated; consults Clinical Manager prior to major changes in patient’s POC.
• Contributes to patient and family counseling and education and provides support to patients/families regarding patient care services.
• Collaborates with physicians and staff regarding patients’ changing condition.
• Oversees licensed nurses and aides in the delivery of patient care.
• Performs administrative functions relating to clinical records, care plans, QAPI, safety, infection control and mandatory abuse reporting requirements.
• Responsible for establishing and maintaining a safe environment for patients/families, and a safe working environment for self and coworkers.
• Participates in Quality Assurance and Performance Improvement (QAPI) program and Hospice sponsored in-service.
• Documents contacts in the medical record on the same day as contact.
• The goal is a minimum of three (3) to five (5) visits per day depending on patient acuity and meeting commitments.
• Adheres to Hospice of Humboldt’s patient care protocols in responding to patient’s concerns.
• Orders rental equipment (or uses from Hospice stock) and is responsible for the documentation of Durable Medical Equipment (DME) provided to each patient per Hospice policy.
• Informs family, physicians, staff, volunteers, and agencies regarding patient’s death.
• Communicates with patient care volunteers assigned to patients to assure support and continuity of care. Relays concerns and difficulties reported by the volunteers to the Volunteer Coordinator for an appropriate response.

2. Functions as a Visit Nurse, Case Manager, Admissions Nurse, Triage Nurse, Hospice House Nurse and On-Call Night Nurse per the essential duties and responsibilities of the respective job description.

Compliance and Quality Improvement
The Float Nurse plays an important role in the agency’s compliance with state and federal regulations and quality assurance and performance improvement. He or she must understand and comply with the Medicare Conditions of Participation and all Hospice of Humboldt Policies and Procedures. Essential duties include but are not limited to:

1. Operating within his or her scope of practice, and ensuring that all services are provided consistent with best practices for hospice and palliative care.
2. Utilizing Standard Universal Precautions as indicated in Clinical Policy 4.9 Exposure and Infection Control and the Hospice of Humboldt Exposure Control Plan and Infection Control Plan.
3. Recognizing and reporting any potential misconduct or violation of Hospice of Humboldt’s policies, compliance standards, and federal or state laws and regulations pursuant to All Staff Policy 3.2 Incident Reporting and Clinical Policies 4.7 Elder Abuse Reporting and 4.8 Child Abuse Reporting.
4. Recognizing and reporting any suspected violations of the patient’s rights pursuant to Admissions Policy 2.6 Rights and Responsibilities of Patients and Families.
5. Understanding and complying with all of the provisions of Compliance Policy 5.2 Compliance Plan and the Code of Conduct in that Plan.
7. Understanding and complying with all Health Insurance Portability and Accountability Act (HIPAA) requirements, in accordance with the Human Resources Policy 9.9 Confidentiality and Information Systems Policy 10.5 Electronic Security and Medical Records Policies 11.3 Confidentiality, Storage and Disposal of Medical Records and 11.4 Access to Medical Records.
8. Working with the Director of Quality as requested to monitor and improve the quality of medical services in accordance with the Quality Policy 13.1 Quality Plan.

Environmental Conditions and Physical Requirements
The position of Float Nurse requires:
1. Routinely performs procedures or other tasks that could involve exposure to blood, body fluids, or other potentially infectious materials.
2. Works with Hospice patients in the Ida Emerson Hospice House, home, SNF and RCFE settings. The conditions in homes and facilities vary with each patient.
3. Provides own transportation to patients’ places of residence.
4. Successfully performs the essential duties and responsibilities of the position through the use of physical activities as described below:
   • regularly requires sitting, standing, walking, climbing stairs, driving a car, use of hands, talking, listening, and vision for close work.
   • regularly requires use of computer, keyboard, and related software applications.
   • occasionally requires reaching, stooping, bending, kneeling, and lifting/carrying up to 25 pounds.
   • occasionally requires pulling patients to the side of the bed on a draw sheet, to a sitting position from the supine, or forward and up out of bed or a chair in preparation for performing a standing pivot transfer.

Immediate supervisor: Clinical Manager

The above statements are intended to describe the general nature and level of work to be performed. This is not to be construed as list of all responsibilities.

I have read and understand this job description.

Employee’s Signature ____________________________________________ Date ____________

Supervisor’s Signature ____________________________________________ Date ____________