



Job Title: Clinical Admissions Nurse
FLSA Status: Exempt
Pay Type: Salary

(9/18)

Purpose:

The Clinical Admissions Nurse ensures client care is provided in accordance with the company Policies and Procedures. Maintains strong relationships with referral sources. The position reports to the Clinical Manager.

Duties and Responsibilities:

1. Client Care:

- A. Performs initial and periodic assessment of clients to determine needs. Implements and evaluates the effectiveness of care.
 - 1) Uses interview and physical assessment skills to evaluate client needs.
 - 2) Demonstrates nursing skills appropriate for services provided.
 - 3) Records nursing diagnoses, measurable outcomes, interventions and nurses notes according to company standards.
 - 4) Develops and updates care plans as client's condition indicates.
- B. Demonstrates knowledge of current health practices when performing observation and evaluation of client care.
- C. Provides total client care to include medications and treatments administered as ordered by the physician, physical and psychological care, and client and family education.
- D. Assesses and interprets symptoms and institutes remedial measures within the legal limits of nursing practice within the state of Minnesota, and reports significant changes in client's condition immediately.
- E. Demonstrates problem solving abilities in adapting to the client's changing needs.
- F. Organizes assignments to provide quality care in the most cost-effective manner.
- G. Assumes responsibility for coordination of client records in the home and the office.
- H. Coordinates client care with family, other caregivers, community resources and other disciplines.
- I. Fosters continuity of care by identifying problems and participating in solutions to reach identified client outcome.
- J. Maintains confidentiality of all information pertaining to clients, families and employees.
- K. Maintains a safe client environment and identifies and reports to the office any suspected vulnerable client abuse, neglect, or financial exploitation.
- L. Understands and follows infection control policies.
- M. Participates in the after hours on-call process to ensure client care policies and procedures are followed and staffing issues resolved.

2. Supervision and Leadership:

- A. Teaches and evaluates delegated tasks performed to improve client care.

- B. Provides orientation to employees according to company policy.
 - C. Keeps up to date on state and federal regulations as they apply to home care.
 - D. Participates in case conferences and team meetings in the branch office.
 - E. Maintains positive and effective communication with employees. Understands and participates in team concept.
 - F. Promotes a positive client and employee service image.
 - G. Demonstrates self-direction to prioritize and accomplish job responsibilities.
 - H. Performs other related duties and responsibilities as assigned by the Branch Office.
3. Education and Teaching:
- A. Assesses readiness and ability of the client and significant others to learn and carries out appropriate individualized teaching based on assessment.
 - B. Consistently documents teaching and individual and family response of client care.
 - C. Assumes responsibility for professional growth and development by actively participating in continuing education, in-service programs, orientation and employee evaluations.
4. Financial:
- A. Ensures that all clients' authorization for services is current and quantity and type of services provided meet payer requirements.
 - B. Applies basic knowledge of financial resources for care of clients.
 - C. Fills out all admission and financial forms completely and accurately and distributes them appropriately.
5. Community Relations:
- A. Develops and maintains a good working relationship with referral sources including physicians, hospitals, nursing homes, community resources and payers.

Physical/Environmental Demands:

Medium to Very Heavy. Responsible for client care needs which may require transfers and lifting of clients. Nursing care provided in individual client homes. Must be adaptable to a variety of environments and community settings. Must be able to drive or use public transportation in all types of weather.

Exerting 50 to 100 pounds of force occasionally, and 25 to 50 pounds of force frequently, and 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Medium Work.

Qualifications:

1. Currently licensed as a R.N. in the state of Minnesota. The license must not have been revoked, suspended, and without limitations or restrictions.
2. Have at least two (2) years experience in a health care facility or home care field.
3. Strong organizational skills and the ability to work independently.
4. Demonstrates ability to make appropriate clinical judgements.
5. Excellent written and oral communication skills; interpersonal communication and teaching skills.
6. Basic computer skills and the ability to learn new software. Knowledge of Word and Excel a plus.
7. Understanding of Medicare certification and OASIS documentation experience preferred.

8. Ability to manage a variety of assignments while establishing priorities and assuring that necessary duties are completed.
9. Access to a dependable vehicle or public transportation in order to travel to multiple company business stops a day.
10. A valid driver's license and proof of car insurance when using a personal vehicle for company business.
11. Proof of negative Mantoux or documentation of negative chest X-ray.
12. Current CPR certification recommended.
13. Have U.S. Citizenship or evidence of valid Alien Work Permit.
14. Disclose any conviction and criminal history records pertaining to any crime related to the provision of health services. A candidate who has been convicted of a crime will not be hired.
15. Pass initial and ongoing background studies and screenings including but not limited to those of the Minnesota Department of Health and the Federal Office of the Inspector General's List of Excluded Individuals and Entities.

I am capable of meeting the Physical and Environmental Demands and Qualifications listed, and I am not aware of any barriers to performing the Duties and Responsibilities of the Job Description.

Employee Name (printed): _____

Employee Signature: _____ **Date:** _____