

<b>B &amp; B Care Services, Inc.</b>	<b>Policies and Procedures</b>  <b>Title: Registered Nurse</b>  <b>Section: EDWP</b>	Policy Number: EDWP HR  Origination Date: 02/2002  Reviewed: 07/2003, 07/2004, 07/2005, 07/2006, 07/2007, 07/2008, 07/2009, 07/2010, 07/2011, 07/2012, 07/2013, 07/2014, 07/2015, 07/2016, 07/2017, 07/2018, 07/2019, 07/2020, 07/2021, 05/2022, 06/2022  Effective Date: 02/2002
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## JOB DESCRIPTION AND PERFORMANCE EVALUATION

### TITLE: STAFF NURSE: REGISTERED NURSE

**EMPLOYEE:** \_\_\_\_\_ **MANAGER:** \_\_\_\_\_

#### I. SUMMARY OF JOB:

The Registered Nurse is responsible for assessing and or reassessing the participant and family needs in order to promote quality care for the ongoing supports that are necessary for the individual to move into the home or continue receiving supports in the home or community environment.

The Registered Professional Nurse supervises the LPN.

Performs work of considerable difficulty in the professional assessment and determination of a level of care and appropriateness for community-based services for Medicaid recipients or potential Medical Assistance Only clients. Functions as a member of an interdisciplinary team including client’s physician and serves large geographic areas which may include parts of one large county and/or many small counties which involve extensive travel. May supervise Case Management team at direction of lead Case Management or agency policy.

#### II. QUALIFICATIONS:

- A. Graduate of an approved school of nursing with a current state nursing license in good standing without state or federal violations.
- B. Two years’ experience as a RN in one of the following areas of practice: Geriatric Nursing; Community Health; Long Term Care; Chronic diseases of adults.
- C. NOTE: Completion of a course of study equivalent to a Master’s degree in nursing, or community health may substitute for one year experience.
- D. Current certification in CPR and First Aid.
- E. Reliable transportation with current driver's license and proof of liability insurance.
- F. May need special credentialing according to field of nursing.
- G. Satisfactorily complete a criminal background check as required by each program.
- H. Participate in agency and program orientation, and annual continuing education as required by program.

#### III. ESSENTIAL JOB FUNCTIONS

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- A. Assesses patient's physical and psycho-social needs as required by program.
- B. Completes all assessments and care plans as identified by services requested.
- C. Completes all documentation within established Standards of Promptness.
- D. Participates in the orientation of new personnel, in service training programs, case conferences, and staff development meetings.
- E. Ensures that the patients and caregivers understand the patient's rights and responsibilities.
- F. Utilizes time management techniques when scheduling patients and planning daily work activities.

**Supervisory duties as appropriate:**

- A. Provides RN supervision and clinical oversight to Licensed Practical Nurse Case Manager.
- B. Refers to Case Management supervisory duties/Administrative under lead Case Management Job Description.
- C. Reviews initial financial, medical, and social information of potential client as presented by referral source or the applicant.
- D. Verifies DFCS Medicaid eligibility and/or screens for MAO/PMAO eligibility for using a standardized guideline.

**Assessment/Reassessment Duties:**

Receives referral for initial Traditional/ Enhanced EDWP assessment from AAA/ADRC.

- Schedules appointment for face-to-face interview with prospective client at client's residence, hospital, long-term care facility, or other appropriate site as indicated.
- Conducts comprehensive interview with client and/or representative using intermediate level of care criteria and MDS-HC that allows for compilation of pertinent social information, functional status, physical, mental, nutritional status, adequacy/inadequacy of support system, and physical environment as well as the client's preference for community-based or institutional services. Traditional/ Enhanced EDWP Case Management XVIII-202
- Reviews Medicaid eligibility and establishes approximate cost share, if indicated, using established guidelines.
- Explains to client and/or representative all aspects of the program and obtains client signature

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on all necessary forms.

- Analyzes and interprets all medical, social information as compiled, and obtains additional information as needed; e.g., consultation with physician and other professionals.
- Uses a comprehensive approach, to discuss and clarify client's needs in an inter disciplinary team meeting.
- Determines with Case Management appropriate service and service setting necessary to maintain or improve the health/functional status of clients. Refers client/representative to non-Medicaid resources as available.
- Reviews all level of cares for Traditional/ Enhanced EDWP for uploading appropriate applicant documents to Alliant Health Solutions (AHS) while also making recommendations for denial if applicable.
- Signs all local level LOC denial letters and attends hearings as requested.
- Develops with Case Management an initial care plan.
- Completes a reassessment on clients following the appropriate guidelines.
- Approves reassessments completed by LPN Case Management.
- Collaborates with Provider RN to determine ECM/TCM eligibility.
- Coordinates disease management education and referral to physician and other healthcare providers to manage chronic disease.

**Public Relations Duties:**

- Collaborates with the agency for the purpose of educating the general public, health and social service agencies, physicians and other health professionals, nursing facilities, hospitals, health providers, church and civic groups, etc., regarding the services available.

**Administrative Duties:**

- Assists with statistical data compilation.
- Assists in development and revision of policies and procedures.
- Attends organizational meetings and training as required.
- Keeps supervisor informed of Traditional/ Enhanced EDWP progress and problems.

**Other Duties:**

- Attends Traditional/ Enhanced EDWP network meetings.
- Attends hearings as requested, providing data and client records required by the hearing officer.
- Collaborates with social services Case Management in development of the
- Comprehensive Care Plan including disease management, fall risk education and CM staff

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education, nutritional assessments and other.

- Refers clients in need of protective services to appropriate agency: APS Central Intake Unit if they live at home; LTCO and Healthcare Facility Regulation (HFC) if they are residents of an ALS/PCH facility.
- Refers client/representative to other services when not appropriate for Traditional/ Enhanced EDWP assessment.
- May maintain a caseload according to agency policy/practice.
- Maintains knowledge of Medicaid Waiver Case Management Manual and Provider Services Manual.
- Completes certification to establish baseline quality performance standards.
- Certification curriculum will include online module performance testing. Topics
- will include waiver eligibility and program options, quality management requirements, case management roles and responsibilities and person-centered planning. Training is mandatory on hire and annually.
- Attends required participation at quarterly ‘Train the Trainer’ meetings or participates in review of the meetings with supervisors.

#### **IV. PHYSICAL REQUIREMENTS**

##### **A. WORKING CONDITIONS**

- i. Works in climate-controlled office or with the option to work remotely.
- ii. Has the potential for being outside or in homes that are not climate controlled.
- iii. Potential for heavy workloads with deadlines.
- iv. At times can be stressful.

##### **B. PHYSICAL DEMANDS**

- i. Prolonged sitting may be required.
- ii. Prolonged use of computer may be required with intense visual concentration.
- iii. Operates motor vehicle as required, to patient’s homes, physical ability necessary to get in/out of vehicle and walk to/from vehicle and up/down stairs as required.
- iv. Vision corrected or adapted to be able to perform duties.
- v. Requires hearing corrected or adapted to be able to communicate effectively.
- vi. Walking or standing is required, however, can rest at will.
- vii. At times, may work under stressful conditions, due to individuality of patients and their needs.

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**I have read and understand the job description Registered Nurse.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Administrator or Designee**

\_\_\_\_\_  
**Date**

Employee comments:

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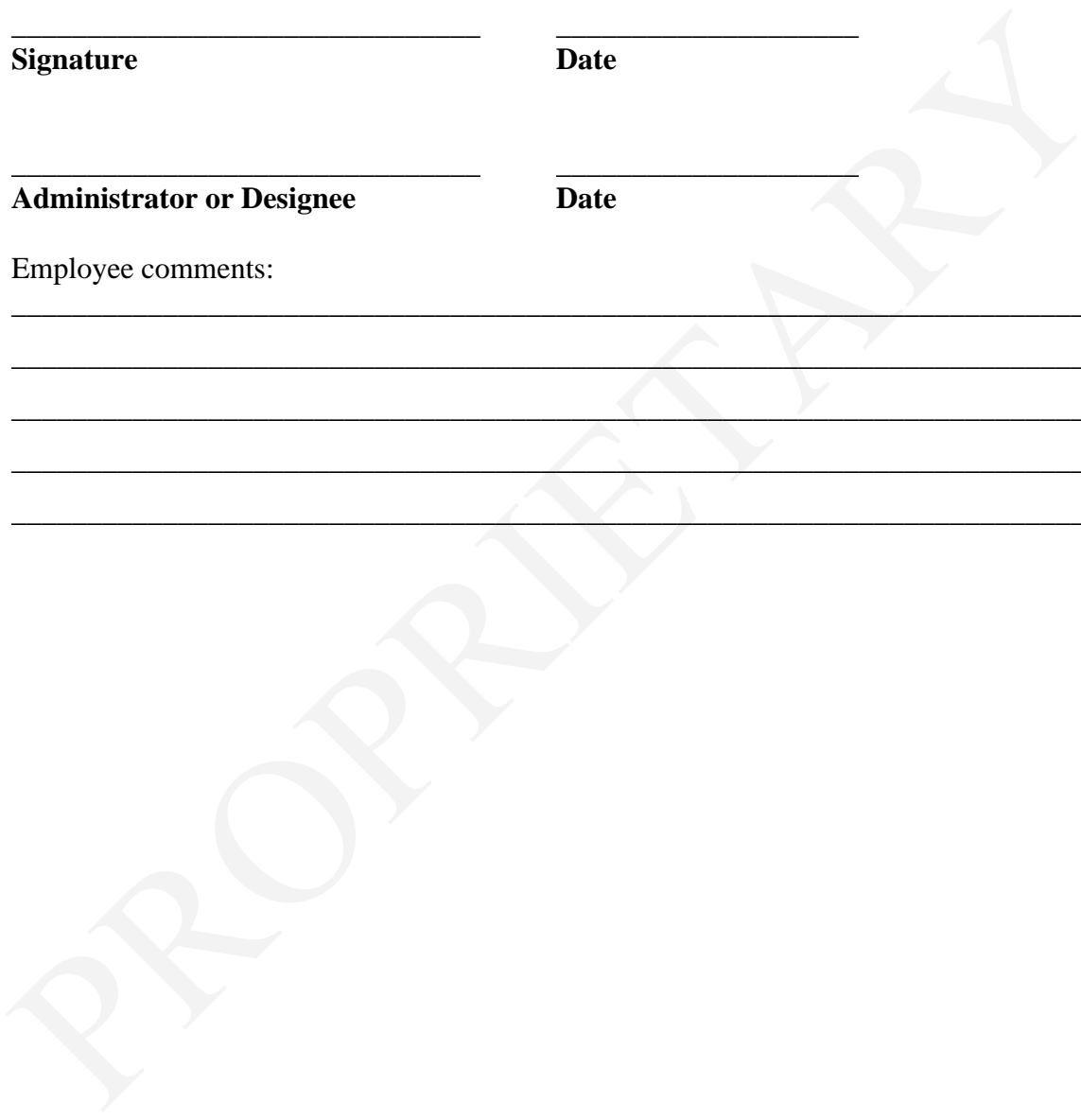
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Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_ Evaluation Date: \_\_\_\_\_

**Performance Appraisal**

**I certify that my supervisor has reviewed my performance appraisal results with me. My signature does not necessarily indicate that I agree with the appraisal results.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**Performance Summary**

(Note: A plan to correct the behavior must accompany appraisal for 2 or more below expected ratings, for ratings of 1 or 3 the evaluator must include a brief explanation to support the below of above expected level of performance ratings.)

Overall Average Rating: \_\_\_\_\_ Standard with the ratings of 3:

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Please identify what Goal the Company needs to implement for this person:

**Goal:**

Please identify the Personal and Professional Goals of the Employee:

**Personal Goal:**

**Professional Goal:**