

THOMASTON HOSPICE, INC.  
512 SOUTH CENTER STREET  
THOMASTON, GEORGIA 30286  
(review/revision 11/07/2023 dcm)

**JOB DESCRIPTION: REGISTERED NURSE**

**DEFINITION:**

Responsible for providing skilled nursing, intervention and supportive care in patients homes in accordance with the hospice Interdisciplinary plan of care for each patient/caregiver.

**Our Mission:**

To provide professional, personal, unique care and compassion individuals and their families need while facing a life limiting illness.

**Our Vision:**

To assist those in our area to understand that death is a natural part of life and that it can be experienced with dignity, comfort and support from friends and family.

**QUALIFICATIONS**

- Possession of current license as a professional nurse in Georgia and preferably 1-2 years experience in acute, oncology, home health and/or hospice setting.
- Demonstrated ability to assess and respond to the needs of patients and families in varied settings (home, nursing home, assisted living).
- Demonstrated skill in nursing practice, ability to cope with family emotional stress and tolerance of individual lifestyles and living conditions.
- Ability to discuss problems and complaints tactfully, courteously and effectively with patients, caregivers, family, staff and clients (physicians, referral sources, nursing home personnel, etc).
- Demonstrate ability to work as a team member to meet patient and company goals.
- Demonstrate ability to make meaningful observations and write comprehensive, accurate reports.
- Demonstrate desire to learn.
- Demonstrate responsibility to use time wisely.
- Demonstrate dependability and punctuality.
- Two or more years experience with Microsoft office applications
- Georgia Driver's License

**FUNCTIONS**

- Attends staff meetings of Interdisciplinary Team to obtain and relay information about patient/family needs/concerns.
- Attends nurses' meetings as scheduled.
- Assumes responsibility for the patient/family that includes assessing, planning, implementing, and evaluating.
- Assumes responsibility for visiting 4-5 or more patients per day and completing paperwork same day. (Admits count as 2 visits)

- Initiate communication with attending physicians (and medical director as needed) and other hospice staff members to report changes and to coordinate optimal care and use of resources for the patient and family.
- Maintain regular communication with the Clinical Administrator to review patients and to inform of unusual or potentially problematic patient/family issues.
- Maintain regular communication with the attending physician & or Medical Director/Asst. Medical Directors concerning patient/family care needs and response to interventions.
- Assess and admit appropriate patients, develop plan of care and complete related paperwork in accordance with hospice policies and procedures.
- Respond to medical or emotional crisis and/or death of patient and make home visit to provide direct care as appropriate.
- Provide appropriate counsel at time of death.
- Educate patients and family concerning physical care, medications and side effects, disease processes and signs and symptoms of approaching death.
- Work with staff at SNF and assisted living facilities to provide comprehensive care.
- Maintain up-to-date patient records in Careficient EMR system so that problems, plans, actions, and goals are accurately and clearly stated, and changes are reflected as they occur.
- Seek input from the other team members regarding the patient’s plan of care to obtain additional knowledge and support
- Monitor physical care of the patient by instructing primary caregivers, volunteers, and employed certified nursing assistants.
- Demonstrate familiarity with policies of the agency and rules and regulations of State and Federal bodies which regulate hospice services.
- Share in providing 24-hour, seven-day-a-week coverage to patients/caregivers when necessary (on call).
- Promote utilization of hospice services by community physicians.
- Assist in educating the public about the services of Thomaston Hospice.
- Accepts other assignments as assigned, including On-Call when required.
- Maintain reliable transportation.
- Attends and participates in Thomaston Hospice functions after regular business hours. (ex: Health Fairs, Fall Festival, Chamber of Commerce
- Keep log of all patients and/or family/caregiver visits.
- Keep log of participation in activities of Thomaston Hospice outside regular hours
- Keep accurate log of mileage, patient visits, and phone contacts.
- Keep receipts for authorized purchases for patients and turn in with time sheet for reimbursement.

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Employee

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Date

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Employer

\_\_\_\_\_  
Date