Key responsibilities:

- The registered nurse shall be licensed by the State of Oregon and is responsible for assessment, monitoring, provision of intermittent nursing care, and delegation of special tasks of nursing care to unlicensed persons, for clients with stable, predictable, or chronic health conditions.

- Shall delegate to the agency caregivers, special tasks of nursing care, including the administration of subcutaneous injectable medications, for clients whose conditions are stable and predictable shall be in accordance with the Oregon State Board of Nursing Administrative Rules for Registered Nurse Delegation and Assignment of Nursing Care Tasks to Unlicensed Person (OAR 851-047-0000 through 851-047-0040).

- Conduct and document a nursing assessment of the client to identify the client's nursing needs before provision of nursing services as described in this section. The assessment must be dated and signed and maintained in the client's in-home care record.

- Shall participate in the development and updates of the service plan including the aspects of assessment and monitoring, the specific tasks of nursing care, and the delegation of special tasks of nursing care to be conducted by the registered nurse. The service plan shall also include measurable client goals or desired outcomes specific to the nursing services being provided.

- The registered nurse shall obtain written or telephone orders from the physician or other legally recognized practitioner for all medications and medical treatments managed or administered by the agency under this section.

- Shall document ongoing monitoring, problem identification, appropriate follow-up, progress towards goals or outcomes, the provision of nursing care, and the delegation of special tasks of nursing care by the registered nurse.

- Conduct and document supervisory visits to the client's residence when special tasks of nursing care have been delegated in accordance with the Oregon State Board of Nursing Administrative Rules (OAR 851-047-0000 through 851-047-0040).

- Conduct Medication Administration Training for AEHC CareGivers

- Oversee Medication Management for applicable Clients

- Develop and implement written and current policies/procedures in accordance with certification and licensure of Oregon Health Division

- Ensure the provisions of safe and appropriate services in accordance with written Service Plans

- Ensure the completeness and accuracy of all information provided to the public regarding AEHC and its services

- Ensure that CareGiver and Client care practices are consistent with AEHC’s written policies and procedures

- Ensure the timely reporting of allegations of abuse or neglect to the appropriate authority which includes but is not limited to local law enforcement agency

- Assist in scheduling and determining CareGiver coverage of all contracted Service Plans

- Complete any initial Client intake form and answer inquiries regarding services.
Perform related tasks and office management duties as assigned
Maintain files and database records on Clients and CareGivers, as determined by Administrator.
Assist in training and evaluation of CareGiver staff.
Participate in educational seminars, homecare-related trainings, and homecare-related networking.

Qualifications:
The registered nurse shall be licensed by the State of Oregon
Compliant with state regulations regarding annual training.
Knowledge of issues faced by families who have elderly relatives with special needs.
Knowledge of crisis intervention and conflict resolution.
Knowledge of resources available for senior care and families.
Knowledge of community networking and participation in local senior care organizations.
Must be able to maintain objectivity, remain non-judgmental, and work as part of a team.
Must be able to communicate effectively both orally and in writing.
Must be able to maintain confidentiality, and maintain accurate Client and CareGiver records.

Job Requirements:
Be accessible and available, as needed, during hours in which services are being provided to Clients.
Be available, as needed and within reason, during weekend and holiday hours.
Current valid Oregon driver’s license and proof of vehicle insurance.
Be familiar with ADL requirements and homecare procedures.
Maintain a professional demeanor and appearance at all times.
Be able to lift up to 30 lbs. without strain.
Be knowledgeable in Microsoft Word/equivalent word processing; Excel; Pagemaker/equivalent publishing programs.
Strong accuracy in math, writing, filing, and written correspondence.

By signing this Job Description I understand the requirements and expectations as a Registered Nurse with At Ease Home Care. I understand my responsibility to uphold Client confidentiality and the Client’s Bill of Rights in all matters of administration, and that my rights as an employee are also protected. It is also understood that At Ease Home Care is my employer and that all employment compensation is made directly to me by said company. I agree to attend employee meetings and mandatory trainings to the best of my ability. I agree to give At Ease Home Care a minimum 2-week notice, to the best of my ability, should I plan to resign from my job as a Registered Nurse with At Ease Home Care.

Print Name ___________________________ Signature ___________________________
Date ___________________________

AEHC Administrator ___________________________________________________________
Date ___________________________

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