

**TOWN OF LEDYARD
CONNECTICUT**

741 Colonel Ledyard Highway
Ledyard, CT 06339

NOTICE OF JOB OPENING

I. TITLE: **PUBLIC HEALTH/ HOME CARE NURSE (Per diem)**

II. NATURE OF EMPLOYMENT:

Hours/Per Week: **Varies**

Salary Range: **\$29.75 - \$33.83**

A. Permanent

D. Temporary

B. Full-time

E. Part-time

C. Seasonal

F. Benefits

III. POSITION DESCRIPTION: (See Attached)

IV. CLOSING DATE FOR RECEIVING APPLICATIONS **OPEN UNTIL FILLED**

V. WHOM TO CONTACT: A. FOR APPLICATION FORM
Website: ledyardct.org

B. FOR RETURNING APPLICATIONS
Mayor's Office

VI. ISSUING PARTY: Donald Steinhoff
Human Resources Director

VII. POSTING DATE: July 28, 2017

Qualified disabled persons who, with reasonable accommodations, can perform the essential functions of the job in question are invited to apply.


Not valid unless signed by the individuals below:

Approved by:



Director of Human Resources

Approved by:



Director of Finance

**TOWN OF LEDYARD
REGIONAL VNA
PUBLIC HEALTH/HOME CARE NURSE**

NATURE OF WORK:

Performs professional nursing duties requiring independent judgment, application of theoretical concepts in decision making, initiative, accountability and advanced assessment, organizational and communication skills in the Public Health and Home Care Programs according to Town Standards, the Standards of Practice, Nurse Practice Act of the State of Connecticut, and the standards set by the American Nurses Association (ANA) for community health and home care.

SUPERVISION RECEIVED:

The Clinical Nurse Supervisor of the Ledyard Regional VNA (Agency), and in the absence of the Clinical Nurse Supervisor, the Administrative Supervisor supervises the public health/home care nurse.

SUPERVISION EXERCISED:

Public Health/Home Care Nurse supervises Home Health Aides assigned to patient cases.

ESSENTIAL FUNCTIONS:

Home Care Program

Performs professional nursing duties to people of all ages as the primary care nurse in both therapeutic and health promotion cases.

Complies with policies on confidentiality and security of information and records including all Federal and State laws and regulations governing the privacy of a patient's protected health information. The category of access to protected health information is Level 4 (access to identifiers, clinical and billing/payment information).

Completes recording of all new admission visits within 72 hours following the first home visit. Maintains documentation in the patient's clinical record in accordance with Town, Federal, State and external review standards.

Performs assessment of the patient by: (1) obtaining a comprehensive, pertinent current and past medical history, (2) assessing the patient's general physical condition, psychosocial status and his/her environment, (3) determining the patient's need for services, appropriate interventions and referrals in conjunction with adherence to the Agency's admission criteria, and (4) determining payment source(s).

Explains the Patient's Bill of Rights/Responsibilities, provides information on Advance Directives and Agency's policy on implementation of Advance Directives. Also, explains consent for treatment and the Agency's policy on confidentiality of information and records in accordance with Privacy Act and privacy practices.

Involves the patient/caregivers in establishing the patient's plan of care and fee schedule.

Formulates nursing diagnoses based on the patient's medical diagnoses and the comprehensive patient-specific assessment data. Establishes therapeutic, preventative and rehabilitative nursing actions, and determines the types and frequency of services and equipment. Develops a concise, coordinated written individual patient plan of care which meets the individual's medical, nursing, rehabilitative, social and discharge planning needs, and assesses the environment and safety factors.

Determines which aspects of care may be safely delegated to other professionals-home health aides, homemaker, companions, and other caregivers. Develops a written plan of care for home health aide service, establishes a plan of coordination between caregivers, and coordinates the patient's care with the other homecare personnel. Determines responsibility for twenty-four (24) hour care. Responsible for the patient's appropriate and uninterrupted care along the health continuum and uses discharge planning, case management, and coordination of community resources.

Establishes goals of treatment which are qualitative and quantitative, and reassesses the patient's condition as needed but at

least monthly to keep data current and reflective of the patient's and family's present clinical status.

Implements the patient care plan. Adjusts the care plan, services needed and goals of care as indicated by the patient's condition and approval of the patient and prescribing professional. Communicates the care plan or alterations verbally and in writing to the patient's prescribing professional for signed authorization for implementation.

Plans for implementation of Advance Directives with patient and/or family. Establishes an emergency plan and procedures to be followed to assure patient safety in the event nursing service is interrupted.

Intervenes to provide comfort to restore, improve, and promote health; to prevent complications and sequelae of illness; and to effect rehabilitation by the effective and competent use of clinical skills in meeting physiological and psychological needs of the patient/family.

Performs nursing procedures as medically ordered. Takes prompt action when any change in the patient's condition is noted or reported, and communicates and provides written documentation to the physician on the patient's progress within ten (10) days of admission, as changes occur, and at least every 60 days.

Instructs and delegates appropriate aspects of providing care to the patient/family and incorporates community resources. Initiates interdisciplinary collaboration, orientation and supervision of home health aides according to Agency policy.

Provides health education on disease process and treatment and includes the patient, family, physician and other caregivers in the primary process.

Performs systematic, timely, and legible recording of the patient's problems, nursing intervention, and patient/family responses and evaluates the patient and family's response to intervention by the continual assessment of the patient and family in order to determine progress toward goal attainment.

Community Health

The Public Health/Home Care Nurse participates in programs and activities to promote and protect the health of people of all ages and coordinates or assists at clinics, blood pressure screenings, Well Child conferences, immunizations, senior health and employee health.

Demonstrates knowledge of policies and procedures of clinics, skill in conducting screening tests or techniques used at clinics, and knowledge of effective immunizations for all ages, vaccine use and storage.

Recognizes, identifies, and participates in planning to meet the needs of the community. Provides community health education programs as directed. Participates in community emergency planning and responds when needed.

Quality Assurance

The nurse actively participates in the quality assurance program and improvement activities. Identifies processes for improvement. Contributes to analyses, collection of data. Collaborates, coordinates with others. Performs clinical record review and peer review. Attends, plans or provides in-services. Evaluates and plans for own professional development.

Demonstrates competency in knowledge, interpersonal relationships, and in technical and critical thinking skills in the delivery of patient care.

Adheres to infection control policies and procedures, utilizes protective measures in accordance with policy and procedure.

Professional Leadership

Performs duties and responsibilities in a manner which displays professionalism and leadership.

Incorporates new information and methods in practice. Contributes to the professional growth of others. Participates in orientation and education of other nursing and ancillary patient care staff. Participates in supervision of ancillary patient care staff.

Performs duties and responsibilities pursuant to the code of ethics established by the ANA.

Serves as a patient advocate in assuming patient rights, confidentiality and dignity.

Adheres to the Nursing Service's Risk Management and Conflict of Interest policies.

Utilizes time effectively, establishes priorities, completes assignments, and demonstrates good work attendance, punctuality, and flexibility.

Establishes cooperative working relationship with co-workers, demonstrates professional interpersonal communication skills with patients/families, professionals, and other community agencies.

Presents a neat professional appearance.

OTHER JOB FUNCTIONS:

Performs related duties and responsibilities as required.

*******The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties do not exclude them from the position if the work is similar, related, or a logical assignment to the position.*******

QUALIFICATIONS PROFILE:

Knowledge, Skills and Ability

Knowledge of principles and practice of public health nursing and Federal and State Regulations concerning home care and the ability to make independent assessments and decisions based on skill and research. Clinical competence based on Agency policy and procedure and professional standards of care.

Self-motivation for continual learning and improvement of knowledge and skills.

Ability to accept diversity of cultures and backgrounds. Willingness to work with people of all ages. Ability to establish and maintain effective patient relationships, and to function as a patient advocate.

Ability to work effectively with peers, office staff, the public, and outside providers and insurers, and to work cooperatively as a team member. Ability to interact with people who are under physical or emotional stress.

Ability to seek supervision and to supervise others.

Ability to case manage multiple care providers.

Ability to perform in a variety of settings with varying environmental factors.

Ability to communicate effectively, present oral and written reports with clarity, and to plan, prepare and present information.

Ability to use or learn basic computer skills.

Ability to organize, prioritize work and time to complete assignments.

Ability to be flexible in time and work.

Ability to exercise mature judgment, maintain confidentiality, and make responsible decisions in accordance with established policies and procedures.

Experience and Training

Requires (a) a Bachelor of Science Degree in Nursing from a National League for Nursing (NLN) approved school with one (1) year experience (equal to 1500 hours) preferred in a hospital acute care setting, or (b) an Associate Degree in Nursing, Diploma

from an NLN approved program and three (3) years experience equal to 1500 hours per year preferred in a hospital acute care setting.

Additional Requirements

A post-offer/pre-employment physical examination (within the past six months) which shall include a statement from the physician that employee is capable of fulfilling requirements of the job and is free of signs and symptoms or evidence of disease that could be expected to be transmitted during the course of the employee’s work-related activities at the time of the physical examination.

Proof of measles, mumps, and rubella (MMR) immunity if born after 1957, and TB (PPD) testing.

Physical and psychological examinations, as may be required during employment. Drug screening both pre-employment and as may be required during employment.

Criminal background and driving record checks are required prior to employment.

Means of transportation and means of contact.

Proof of current auto and liability insurance coverage

PHYSICAL DEMANDS:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to: talk, hear, speak, stand, walk, bend, twist, stoop or crouch, lift and carry up to 10 lbs., sit, climb stairs to various levels, use hands, fingers, wrist for repetitive motion, handle/feel objects, reach, drive, get in and out of vehicles, tolerate exposure to weather, domestic animals and environmental allergens. The employee may occasionally lift or move up to 50 pounds. Continuous visual acuity including close vision and the ability to adjust focus and normal audio ability to perform patient assessments and provide technical care.

The employee must be free from mental or physical disorders which would interfere with performance of duties as described, and have the ability to maintain his/her composure in stressful and emergency situations. Employee may occasionally have to function in situations where subjected to physical or verbal abuse.

LICENSE OR CERTIFICATE:

Employee must possess a current unrestricted license as a Registered Nurse in the State of Connecticut.

CPR/AED Professional Rescuer

***** This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer and requirements of the job change*****

Adopted by Ledyard Town Council

Terry Jones

March 24, 2004

Chairman

Date

Reviewed: Professional Advisory Committee 9/29/15
LRVNA Board: 11/10/15