PALLIATIVE CARE NURSE PRACTITIONER

Responsible to
Regional Director of Palliative Care with dotted line to Medical Director

Description
The Nurse Practitioner (NP) works independently and in collaboration with physicians to deliver palliative care. The NP provides palliative medical services by managing the symptoms of acute and chronic conditions, assisting with communication and coordination of care, and developing treatment plans. Care is provided at home and in other care settings which may include: outpatient clinics, hospitals, assisted living, independent living, and skilled nursing facilities. The NP orders treatments, laboratory and diagnostic services, works closely with health care agencies to coordinate palliative medical care, and approaches all patients and referral sources with a customer service manner. The NP coordinates care with patient’s health care team through planning and effective communication.

JOB DUTIES / PRACTICE RESPONSIBILITIES (40%)

Clinical Patient Care Management

_____ 1. Provides palliative care for residents in their home or clinical setting in collaboration with physicians and/or medical directors in conformance with any protocols or guidelines established by or with the collaborating physician, where required by state and/or federal law.

_____ 2. Performs medically necessary assessments meeting the requirements of Medicare Part B, Evaluation and Management (E&M) codes with accurately and timely documentation.

_____ 3. Schedules all visits based upon medical assessment and/or the established individualized care plan for the patient.

_____ 4. Orders and reviews appropriate treatments, lab, x-rays, EKGs and other diagnostic procedures as indicated by a palliative plan of care and documents the treatment plan accordingly.

_____ 5. Reviews results with collaborating physician, if recommendations for treatment are required. When clinically appropriate, re-schedules another visit to follow-up on abnormal labs or test results.

_____ 6. Reviews, signs and dates consultation notes, makes adjustments in the treatment plan accordingly, and notifies collaborating physician.

_____ 7. Collaborates with the physician, referring physicians and other healthcare professionals to ensure optimal delivery of patient care.

_____ 8. Authority to practice and prescribe as a nurse practitioner in the state where services are provided if prescribing is permitted by state and federal law. NP must comply with all state and federal requirements to be authorized to prescribe
Schedule II drugs, such as obtaining any required collaboration agreement and DEA registration number, in those states which permit the NP to prescribe Schedule II drugs.

_____ 9. Completes scheduled and “emergent” face to face encounter visits as needed.

**Home Visit-specific Standards**

_____ 1. Conducts medical visits, as frequently as dictated by medical condition or by the established individualized care plan for the patient.

_____ 2. Contacts collaborating physician or Medical Director if treatment of patient’s condition warrants physician intervention or needs significant change in treatment plan.

_____ 3. To the extent requested, provides the physician and referral sources with copies of the progress notes, test results and medication changes.

_____ 4. Provides communication and education about treatment plan to patient and family.

_____ 5. Leaves business card and appointment card with patient and family and instructs on how to contact the nurse practitioner.

**Medical Record Documentation**

_____ 1. Completes all medical record documentation promptly and at all times in compliance with any applicable state and federal laws and regulations.

**Communication**

_____ 1. Educates patient and family about conditions or instances where Nurse Practitioner needs to be called.

_____ 2. Informs patient and family of how to contact him or her.

_____ 3. Promptly returns all calls.

**Communication with Physicians and Patient’s healthcare team**

_____ 1. Communicates with collaborating physician and healthcare team.

_____ 2. Establishes a frequency of communication standard with collaborating physician and healthcare team pursuant to patient needs and in conformity with state and federal requirements.

_____ 3. Notifies collaborating physician of any significant medical issues relating to patient care or patient’s condition.

_____ 4. Meets with collaborating physician for chart review and quality improvement as required by applicable state law. The NP shall communicate and document any
other state or federally required communication and documentation, which may include review of the collaborating agreement and review and/or documentation of prescriptions ordered by the NP.

Medical Compliance and HIPAA Guidelines

_____ 1. Documents in medical record other individuals with whom the patient consents to the discussion of their medical treatment.

_____ 2. Maintains all standards of compliance as outlined in the Company’s compliance plan.

_____ 3. Notifies the Compliance Officer immediately, if NP identifies or suspects any infringements of Medicare, state and/or federal laws or regulations.

PROBLEM SOLVING (10%)
Exhibits critical thinking abilities and applies them for continuous improvement of services and the practice

_____ 1. Uses knowledge, experience and other resources as necessary to make logical decisions and solve problems.

_____ 2. Analyzes work processes and makes suggestions for improvement.

LEADERSHIP (10%)

_____ 1. Uses leadership position to set positive, attainable expectations, objectives and goals for others within the organization.

_____ 2. Takes action to enforce rules; confronts others about problems when necessary.

_____ 3. Empowers others by sharing responsibility to encourage a deep sense of commitment and ownership.

_____ 4. Demonstrates creativity and innovation. Takes reasonable risks and accepts full accountability for actions taken.

_____ 5. Develops a spirit of cooperation and teamwork.

_____ 6. Works for solutions that generally benefit all involved parties.

Demonstrates self-confidence and ability to think conceptually in leading and directing others

_____ 1. Recognizes complex connections in situations and is able to identify the root cause or underlying issues.

_____ 2. Demonstrates the ability to make decisions independently which benefit the practice as a whole based on identification of key or underlying issues.

_____ 3. Demonstrates a strongly positive image of self and own skills, capabilities and
judgment.

**JOB PERFORMANCE (10%)**  
Demonstrates initiative and skills in planning and organizing work.  
_____ 1. Demonstrates a desire to set and meet objectives and to find increasingly efficient ways to perform tasks.  
_____ 2. Completes work with accuracy and within practice time frames.  
_____ 3. Requires minimal supervision and is self-directed.  
_____ 4. Adheres to practice infection control and safety policies, including reporting issues related to infection control and safety, and demonstrates use of infection control and safety policies in job position.

**MISSION/PRACTICE STANDARDS (5%)**  
Demonstrates organizational awareness and commitment  
_____ 1. Understands and appropriately applies the chain of command in relation to job position and supervision.  
_____ 2. Knows and understands the practice mission in relation to own job position.  
_____ 3. Demonstrates behavior that is indicative of an understanding of the medical practice.

**Observes confidentiality policy at all times**  
_____ 1. Protects, honors and respects patient and coworkers’ confidentiality and right to privacy with regard to information.

**Observes attendance and attire policies**  
_____ 1. Adheres to practice policy with regard to punctuality and attendance.  
_____ 2. Demonstrates cooperation with scheduling requests to meet practice needs.  
_____ 3. Adheres to practice dress code.

**Complies with all other related policies, procedures and requests**  
_____ 2. Adheres to policies and procedures and is flexible to changes in duties and responsibilities.

**Conserves practice resources**  
_____ 1. Maintains practice property, supplies and equipment per practice policy.  
_____ 2. Maintains the work area to reduce the likelihood of safety hazards.
COMMUNICATION SKILLS (20%)
Demonstrates interpersonal understanding and utilizes effective communication skills

_____ 1. Considers effects of words and actions on others.

_____ 2. Written and verbal communication is expressed clearly and in a cooperative manner.

_____ 3. Utilizes listening skills that indicate understanding and promotes accurate interpretation of others’ concerns, motivations and feelings.

_____ 4. Recognizes the influence of beliefs and cultures on behaviors and accepts strengths and limitations in others.

_____ 5. Attends and participates in meetings.

_____ 6. Recognizes when others are in need of information, assistance or direction and offers and provides help.

_____ 7. Works toward resolution of interpersonal conflicts as they arise.

_____ 8. Demonstrates respect, patience and understanding in interactions with others.

_____ 9. Reads professional literature and appropriately applies information into practice.

_____ 10. Acknowledges others verbally and nonverbally (eye contact, expression, tone of voice) promptly and courteously.

_____ 11. Utilizes appropriate phone etiquette.

Exhibits behaviors of cooperation

_____ 1. Develops cooperation and collaborative work efforts that generally benefit all involved parties.

_____ 2. Demonstrates the initiative to meet the needs of the practice by assisting coworkers when work load permits.

PERSONAL/PROFESSIONAL DEVELOPMENT (5%)
Continuing education and personal/professional development responsibilities

_____ 1. Maintains personal health status requirements in relation to job position.

_____ 2. Maintains professional licensure/certification.

_____ 3. Maintains current personnel file information and provides information to practice in timely manner.

_____ 4. Sets own development challenges and volunteers to learn.

_____ 5. Assists with orientation of new personnel.
____ 6. Attends practice provided in-service programs to fulfill requirements of position and practice policies.

____ 7. Demonstrates commitment, professional growth, and competency.

**Exhibits adaptability, flexibility, self-control and maturity in work and behavior.**

____ 1. Maintains stable performance and emotions when faced with opposition, pressure and/or stressful conditions.

____ 2. Recognizes co-dependency issues in caregiving roles and exercises caution in relationships to maintain objectivity.

____ 3. Develops work relationships that honor and respect others.

**QUALIFICATIONS**

1. Licensed nurse practitioner in the state where services are provided.
2. Certified as a Nurse Practitioner by the American Academy of Nurse Practitioners (AANP) or the American Nurses Credentialing Center (ANCC).
3. Authority to practice and prescribe as a nurse practitioner in the state where services are provided if prescribing is permitted by state and federal law. NP must comply with all state and federal requirements to be authorized to prescribe Schedule II drugs, such as obtaining any required collaboration agreement and DEA registration number, in those states which permit the NP to prescribe Schedule II drugs.
4. Medicare billing privileges as a nurse practitioner.
5. Meet physician-nurse practitioner collaborative requirements specific to the state assigned to work by the Company including, if required by applicable state law, entering into a collaborative agreement and supply a copy of all active collaborating physician agreements and any required guidelines and protocols established with or by the collaborating physician within which the NP must practice.
6. Have insurance required by state law for nurse practitioners to practice and prescribe in the state where services are provided, or be eligible for such insurance requirements to be satisfied by group coverage with Company.
7. One (1+) year experience as a nurse practitioner.
8. Three (3) to five (5) years total nursing experience preferred.
9. Geriatric primary care and/or hospice experience preferred.
10. Knowledge of Medicare, Medicaid and other payers reimbursement and coding for all levels of service – home, office, nursing home, assisted living, etc., and other applicable regulatory requirements preferred.
11. Knowledge of disease specific local coverage determinant (LCD) criteria for hospice eligibility along with knowledge of CMS Face to Face regulatory requirements.
12. Knowledge of hospice philosophy and service components.
13. Excellent oral and written communication skills, experienced working in a collaborative care team environment and functioning autonomously with minimal supervision.
15. Excellent verbal and written communication skills.
16. Familiarity with electronic medical records preferred.
17. Must be familiar with general use and functions of the computer, such as, user names and password concepts; internet; e-mail; navigation of computer desktop, including starting programs, using files, and windows, effectively use navigation buttons and tool bars; ability to self-manage online HR services and online training programs.

**DEGREE OF TRAVEL**
Travel to homes, assisted living and independent living facilities, nursing homes, outpatient clinics, and hospitals within designated region. Periodic office meetings. Must have reliable transportation, valid driver’s license and practice required liability insurance. Will require travel within designated region.

**DEGREE OF DISRUPTION TO ROUTINE, OVERTIME**
Must be able to adapt to the practice’s needs and schedule changes including on-call and weekend coverage as necessary.

**SAFETY HAZARDS IN JOB**
Possible infections from patients. Possible auto accidents. Possible unsafe neighborhoods. Exposure to elements such as inclement weather.

I have read and do fully understand this job description.

____________________________________  ______________
Employee Signature                  Date
### JOB TITLE: Palliative Care Nurse Practitioner

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<th>PHYSICAL DEMANDS</th>
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<td>Lift, Carry, Push, Pull</td>
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Occasionally = 1% to 33% of the time         Frequently = 34% to 66% of the time
Continually = 67% to 100% of the time