

Employee Name:

Position:

DOCUMENTS REQUIRED: RN

1. State of Florida License
2. Proof of Liability Insurance
3. CPR Card
4. HIV/AIDS Certificate (ORIGINAL 4 hrs and Update)
5. OSHA Certificate (Update)
6. Domestic Violence Certificate
7. Driver License
8. Auto Insurance
9. Proof of Citizenship/Residency (Voter registration, Resident Card, etc)
10. Social Security Card
11. Physical Examination (less than six (6) months or new request)
12. Criminal Background check (less than 2 years, or 1 money order for \$ 23.00)

REGISTERED NURSE
JOB DESCRIPTION

JOB SUMMARY:

The Field Registered Nurse who is in the case manager of the Home Health Team is responsible for the nursing care of the patients assigned to them and directs the Home Health Aides in quality patient care. The Field Registered Nurse is responsible for assessing patient and family needs in order to promote the best care the Home Health can give for recovery and rehabilitation.

Lines of authority and reporting responsibilities: Report to the Director of Nursing, RN Supervisor, Administrator.

JOB FUNCTIONS:

1. Knows the philosophies, purposes, policies and standards of the Home Health and their nursing Service department and provides for their explanation and implementation to the Home Health Aide. Be the case manager in all cases involving nursing and therapy care.
2. Assesses in depth upon the admission of the patient, the patient's physical and emotional status, level of competency, home environment, safety factors, family or household member's ability to assist with care and the need of the patient. These are incorporated into the admission notes. Conducts regular or OASIS assessments accurately, according to instructions in the OASIS Implementation Manual, and corresponding to documentation contained elsewhere in the assessment note. Participate in in-services program, and discharge planning.
3. Help formulates a patient care plan with the goals indicated and the means of implementing the correct procedures to attain these goals.
4. Records all clinical and progress notes and enters them into the patient's permanent record files. Be responsible for the clinical record for each patient receiving nursing care.
5. Weekly reviews the utilization and progress of the patient with the supervisor and attending physician as necessary.
6. Has knowledge of patient's condition at all times and informs the physician and/or the Nursing Supervisor immediately of any change in the patient's condition that warrants attention. Also observes, evaluates, and reports to the physician the patient's reaction to drugs or treatments, or there are deviations from the plan of care.
7. Interprets to the patient and family the expectations of the diagnosis and the nature of the treatment consistent with the action and wishes of the physician. Interprets to the social and physical factors in the environment that affect patient care.
8. Observe and evaluates potential danger of disabling conditions and indicates preventive and corrective measures.
9. Is responsible for the execution of the physician's orders and keeps the physician informed of all pertinent information concerning the patient's condition and response to treatment Gives skills of care to patients.
10. Extends paramedical services in carrying out the rehabilitative aspects of nursing care.
11. Obtains laboratory specimens when indicated per MD's orders.
12. Meets weekly with Nursing Supervisor for the purpose of discussing nursing care, policies. and future planning, and keeps the Supervisor informed of all pertinent information concerning patients and the Home Health Aides.
13. Assists the Nursing Supervisor in surveying, analyzing, and determining staff requirements for her assigned patients.
14. Coordinates treatment with Paramedical personnel.
15. Makes supervisory visits to all assigned Home Health Aides no less than once every two weeks.
16. Helps the family accept responsibility for providing care. Teaches and supervises family members regarding care of the patient.
17. Assumes the responsibility for orientation of new personnel and participates in inservice training programs.
18. Schedules her daily itinerary primarily based the Priority of care needed, length of time visits will require, proximity to other patients to be visited and other related factors.

19. A weekly itinerary is to be projected for regularly scheduled visits, allowing time for new admissions, emergency cases, and Home Health Aide introduction.

20. Must advise the office of any itinerary changes and where she can be contacted at all times while in the field. She should call the office between 9.00/10.00 a.m. or 2.00/4.00 p.m. each day.

21. Responsible for the certification and recertification of the Plan of Care.

22. May assign selected portions of patient care to licensed practical nurses and home health aides, but always retains the full responsibility for the care given and for making supervisory visits to the patient's home.

23. Performs other related duties as assigned by the Administrator.

24. Assure that progress reports are made to the physician for patients receiving nursing services when the patient's condition changes or there are deviations from the Plan of Care.

25. Ensure HIPAA guidelines and procedures are maintained.

PHYSICAL REQUIREMENTS:

1. Able to speak, read and write in English.
2. Able read assignments, follow directions,
3. Able to communicate and respond clearly on telephone and respond to patient's spoken needs.
4. The ability to physically transfer, lift or assist patients whose average weight is 160 pounds with or without the aid of mechanical devices.
5. Able to spend 80% of the work standing and/or moving about.
6. Able to walk, climb stairs, stoop, twist, bend and squat to perform essential job functions.

MENTAL REQUIREMENTS:

1. Able to concentrate on detail with frequent interruptions.
2. Able to follow, complete and remember daily routines and requirements.
3. Able to comprehend and utilize professional education materials.
4. Able to cope with the mental and emotional stress of the position.

QUALIFICATIONS:

1. A graduate of an accredited School of Nursing and be licensed in the state of Florida.
2. Complete knowledge of nursing principles and procedures of skills in the technique of good patient care.
3. Good mental health and the quality of retaining emotional stability in situations of varying circumstances.
4. Minimum of one year experience, preferable in community health.
5. Meets the physical and health requirements of the Home Health.

RESPONSIBLE TO: Director of Nursing / Administrator

Employee

Date

PRE EMPLOYMENT NURSING EXAMINATION

Employee Name:

Position:

Mr. Goldsmith, is 85 years old, suffered a cerebral vascular accident. His only neurological deficit is left hemiplegia. In the past, he was able to tolerate soft foods without difficulty, but since his discharge from the hospital he experiences trouble swallowing and chokes on food. Afraid of choking, he refuses to eat resulting in a ten (10) pound weight loss in one (1) month. The physician orders insertion of a N.G.T. giving osmolite 240 cc full strength, followed by 50 cc water q.i.d.

1. The nurse prepares Mr. Goldsmith for N.G.T. insertion by sitting him upright in a chair. Determination of how far to insert the tube should be made by:

- Looking for markers on the Tubing and placing fingerprints at the selected site.
- asking Mr. Goldsmith to hold the tube at the selected marker.
- using the tube to measure from the nose to xiphoid and visualize noting the area on the tube?
- Using the tube to measure from the ear to the nose and from the nose to the xiphoid and marking the tube with tape.

2. After successful insertion of the N.G.T., the nurse secures the tube to Mr. Goldsmith's nose and instills the first feeding. His son asks if his father could have this feeding lying down. Which of the following would be an appropriate response for the nurse to make?

- "The lying-down position would promote absorption of the feeding."
- "The lying-down position may promote vomiting and aspiration."
- "The lying-down position would facilitate breathing."
- "The lying-down position may be used when feeding are given during the night."

3. The term cachexia is used to denote which of the following conditions?

- Metastases of malignant neoplasms to distant structures.
- The slow, altered gait of the aged.
- The progressive malnutrition, weight loss, and emaciation that occurs with advanced burns.
- The crusting scar tissue of severe burns.

4. With the significant changes that have occurred in oncology, resulting in a prolonged life span and potential for increased quality of life an integral segment of cancer care must be directed at:

- The hospice concept.
- Psycho social issues.
- Rehabilitation
- Nutritional support.

Mr. Palmer, 66 years old, was discharged with terminal cancer from the hospital in compliance with his wishes of "go to home to die". His wife is assisting in his care. Mr. Palmer is confined to a hospital bed and drifts off to sleep at frequent intervals. He has little appetite and must be coaxed to eat.

5. Which of the following would be an appropriate nursing diagnosis for this client:

- Terminal cancer.
- Alternation in coping mechanisms.
- Weakness.
- Self-care deficit related to weakness.

Dawn T, a 32-year-old housewife with the diagnosis of multiple sclerosis, is visited at home by the community health nurse.

6. Planning care for Ms. T. will be most strongly influenced by which of these physical assessment findings:

- Vital signs.
- The presence of cardiac arrhythmia.
- Motor strength and coordination.
- Progression of paralysis.

7. The main goals of nursing intervention for this client is to:

- Assist with activities of daily living.
- Keep her as independent and active as possible for as long as you can.
- Prevent secondary infection.
- Teach and encourage her to eat food that is low in fat and gluten-free.

Seventy-eight-year-old John H. has been having difficulty with his memory and in carrying out some activities of daily life. He is diagnosed as having Alzheimer's disease. Mr. H. lives with his son and daughter-in-law.

8. The clinical diagnosis of Alzheimer's disease is:

- Based on psychiatric assessment.
- Determined by genetic history.
- Depends on the results of brain ct.
- Presumptive.

ORIENTATION CHECK SHEET FOR FULL TIME AND PART TIME FIELD NURSES

Instructions: PERSONS INVOLVED IN THE ORIENTATION OF FIELD NURSES TO THE AGENCY ARE TO PLACE THEIR INITIALS AND DATE IN COLUMNS PROVIDED FOR THIS PURPOSE. THE EDUCATION COORDINATION HAS THE PRIMARY RESPONSIBILITY FOR ORIENTATING AND SUPERVISING THE NEW NURSE DURING THE ORIENTATION PERIOD. THE CHECKLIST IS SIGNED BY THE FIELD NURSE UPON COMPLETION AND FILED IN HIS/HER PERSONNEL FILE.

NAME: _____ DATE EMPLOYED: _____

SUBJECT	ONE WHO INITIAL	ORIENTS DATE
1. AGENCY BACKGROUND, GOALS AND OBJECTIVES, AND PHILOSOPHY		
2. ORGANIZATIONAL CHART		
3. INFORMATION CHART		
4. PERSONNEL POLICIES - COPY OF PERSONNEL POLICY GIVEN TO EMPLOYEES. EMPLOYEE IS RESPONSIBLE FOR CONTENTS OF MANUAL/HANDBOOK		
5. FIELD (FULL TIME/PART TIME) NURSE A. JOB DESCRIPTION B. UNIFORM - PERSONAL APPEARANCE C. EVALUATION D. PROBATIONARY PERIOD E. MAILBOX F. CPR REQUIREMENT		
6. INTRODUCTION TO HOME HEALTH A. ELIGIBILITY FOR HOME HEALTH/HOMEBOUND B. WHAT IS HOME HEALTH AND WHAT SERVICES ARE PROVIDED?		
7. CRITERIA FOR ACCEPTANCE OF PATIENT TO HOME HEALTH		
8. JOB DESCRIPTION REVIEW A. ADMINISTRATOR B. DIRECTOR OF PATIENT CARE C. COORDINATOR D. ADMISSION SUPERVISOR - ADMISSION NURSES E. TEAM SUPERVISORS (MAP OF AREA) F. PARAMEDICAL SUPERVISOR G. QUALITY ASSURANCE - AUDIT DEPARTMENT H. HIGH TECH SUPERVISOR I. EDUCATION COORDINATOR J. HOME HEALTH AIDES K. PHYSICAL THERAPY, OCCUPATIONAL THERAPY AND SPEECH THERAPY L. MEDICAL SOCIAL WORKERS M. CENTRAL SUPPLY COORDINATOR N. CLERICAL SUPPORT SERVICES		

SUBJECT	ONE WHO INITIAL	ORIENTS DATE
9. SIGN-UP PROCEDURE DOCUMENTATION A. RECEIVING REFERRAL B. ASSESSMENT/OASIS C. DOCUMENTATION NEEDED ON ADMISSION 1. ADMISSION FORM 2. CONSENT 3. REFERRAL / P.O.T. FORM 4. DATA BASE 5. MEDICATION SHEET/MANAGEMENT 6. CARE PLAN 7. HOME HEALTH AIDE ASSIGNMENT SHEET 8. INDEX 9. NURSES NARRATIVE 10. GOAL SHEET 11. ADVANCE DIRECTIVES 12. PATIENT BILL OF RIGHTS 13. GRIEVANCE PROCEDURES D. PHYSICIAN NOTIFICATION E. REPORT TO TEAM SUPERVISOR		
10. OTHER DOCUMENTATION/REPORTING GUIDELINES A. TIME / TRAVEL B. HOME HEALTH AIDE SUPERVISORY DOCUMENTATION C. CHANGE ORDERS/MOD. ORDERS D. REINSTATEMENT/OASIS E. RECERTIFICATION/OASIS F. REIMBURSEMENT SHEET G. UPDATING CARE PLANS H. DISCHARGE SUMMARY / NOTE		
11. ETHICS, CONFLICT OF INTEREST AND CONFIDENTIALITY		
12. OVERVIEW A. UTILIZATION REVIEW COMMITTEE B. INFECTION CONTROL COMMITTEE C. TEAM IN-SERVICE D. CEU CLASSES E. AUDIT DEFICIENCIES F. PATIENT CARE PROCEDURE MANUAL G. TEAM RESPONSIBILITIES, CARE PLAN, UPDATE REPORTS, ETC.		
13. COMMUNICABLE DISEASES POLICY & PROCEDURES A. INFORMATIONAL STATEMENT - NEW FLORIDA LEGISLATION RELATING TO ACQUIRED IMMUNE DEFICIENT SYNDROME (AIDS)/ALZHEIMER'S TRAINING B. HIV ANTIBODY TESTING CONSENT C. ACQUIRED IMMUNE DEFICIENCY SYNDROME PROTOCOL D. POLICY GUIDELINES REGARDING PERSONS WITH CONFIRMED OR SUSPECTED DISABLING OR INFECTIONS DISEASES.		

I HAVE READ AND UNDERSTAND THE POLICIES AND PROCEDURES OF THE AGENCY AND HAVE HAD THE OPPORTUNITY TO HAVE ALL OF MY QUESTIONS/CONCERNS ADDRESSED TO MY COMPLETE SATISFACTION. I AGREE TO ABIDE AND UPHOLD ALL POLICIES AND PROCEDURE, AND HAVE BEEN ADVISE THAT FAILURE TO DO SO MAY RESULT IN TERMINATION OF EMPLOYMENT. I ALSO AGREE THAT AS A CONDITION OF EMPLOYMENT THAT I WILL PROVIDE THE AGENCY WITH A FOURTEEN (14) DAY WRITTEN NOTICE OF INTENT TO TERMINATE EMPLOYMENT.

NURSE'S SIGNATURE

SIGNATURE OF ORIENTEER

DATE

ACTIVITIES ASSESSMENT CHECKLIST

(R.N. / L.P.N.)

EMPLOYEE'S NAME:

INSTRUCTIONS: INSERT DATE AND INITIALS

PROCEDURE	ACCEPTABLE DEMONSTRATION	DEMONSTRATED KNOWLEDGE VERBALLY	NEEDS REVIEW
1. ADMISSION PROCEDURES/OASIS			
A. MEDICARE-GENERAL B. NON-MEDICARE			
2. HOME HEALTH AIDE EVALUATION			
3. RECERTIFICATION/OASIS			
4. DISCHARGE PROCEDURES/ OASIS			
5. REINSTATEMENT HOSPITAL SUSPENSION			
6. LEGAL ASPECTS/ REPORTING GUIDELINES			
A. PHYSICIAN REPORTING			
B. RECORDING PATIENT RECORD			
7. PSYCHO SOCIAL			
A. ASSESS LEVEL OF UNDERSTANDING OF PT/SO.			
B. TEACHES DISEASE PROCESS			
C. NUTRITIONAL/FLUID TEACHING			
D. S/S REQUIRING MEDICAL INTERVENTION			
8. UNIVERSAL/STANDARD PRECAUTIONS			
A. RED BAG TECHNIQUES HANDLING OF BIOHAZARDOUS WASTE			
B. DISPOSAL OF NEEDLES			
C. WIPING OFF STETHOSCOPE			
D. HANDLING OF NURSE'S BAG (BAG TECHNIQUE)			
9. EAR, EYES, NOSE & THROAT			
A. TEACH DISEASE PROCESS			
B. TEACHES EAR & EYES DROPS INSTILLATION			
C. THROAT CULTURE			
10. RESPIRATORY SYSTEM			
A. TEACH DISEASE PROCESS & RISK FACTORS			
B. RESPIRATORY ASSESSMENT & RATE			
C. DIETARY / FLUID REQUIREMENTS			
D. EXERCISE BREATHING TECHNIQUES			
E. OXYGEN EQUIPMENT & PRECAUTIONS			
F. S/S REQUIRING MEDICAL INTERVENTION			

PROCEDURE	ACCEPTABLE DEMONSTRATION	DEMONSTRATED KNOWLEDGE VERBALLY	NEEDS REVIEW
11. CARDIOVASCULAR SYSTEM			
A. TEACH DISEASE PROCESS & RISK FACTORS			
B. FLUID & DIETARY REQUIREMENTS			
C. VITAL SIGN ASSESSMENT: TPR/BP			
D. PERIPHERAL PULSES			
E. SIGNS & SYMPTOMS REQUIRING MEDICAL INTERVENTION			
12. GASTROINTESTINAL SYSTEM			
A. TEACH DISEASE PROCESS & RISK FACTORS			
B. FLUID & DIETARY REQUIREMENTS			
C. BOWEL SOUNDS / PALPATION PERCUSSION			
D. NASOGASTRIC & GASTRONOMY TUBES: IRRIGATION & FEEDING			
E. USAGE OF FEEDING MACHINE			
F. MANUAL REMOVAL OF IMPACTION			
G. DIGITAL STIMULATION OF BOWELS			
H. ENEMA PROCEDURES 1. SOAP SUDS 2. FLEETS 3. OIL RETENTION			
I. INSERTION OF ANAL SUPPOSITORIES			
J. OSTOMY PROCEDURES 1. IRRIGATION 2. APPLIANCE CHANGES 3. SKIN PREPARATION/CARE			
K. LAB FOR OCCULT BLOOD & PARASITES IN STOOLS			
L. S/S REQUIRING MEDICAL INTERVENTION			
13. GENITOURINARY SYSTEM			
A. TEACH DISEASE PROCESS & RISK FACTORS			
B. FLUID & DIETARY REQUIREMENTS			
C. DAILY CARE OF INDWELLING CATHETER			
D. INSERTION & IRRIGATION OF INDWELLING CATHETER - MALE			
E. INSERTION & IRRIGATION OF INDWELLING CATHETER - FEMALE			
F. INTERMITTENT CATHETERIZATION MALE			
G. INTERMITTENT CATHETERIZATION FEMALE			
H. APPLICATION & TEACHING OF EXTERNAL CATHETER - MALE			
I. APPLICATION OF DISPOSABLE APPLIANCE FOR SUPRA PUBIC CATHETER CARE			
J. VAGINAL IRRIGATION OR DOUCHE			
K. CLEAN CATCH URINE SPECIMEN			
L. STERILE URINE SPECIMEN FROM FOLEY CATHETER			

Employee Name:

Position:

(CONTINUED - R.N./L.P.N. SKILLS ASSESSMENT CHECKLIST)

MarcialEd Healthcare, Corp.

INSTRUCTIONS: INSERT DATE AND INITIALS			
PROCEDURE	ACCEPTABLE DEMONSTRATION	DEMONSTRATED KNOWLEDGE VERBALLY	NEEDS REVIEW
14. ENDOCRINE SYSTEM			
A. TEACH DISEASE PROCESS & RISK FACTORS (THYROID, PANCREATIC, ADRENAL)			
1. S/S OF HYPO			
2. S/S OF HYPER			
B. FLUID/DIETARY REQUIREMENTS & MANAGEMENT			
C. INSULIN ADMINISTRATION (SUBCUTANEOUS INJECTION)			
1. INSULIN PREPARATION (SINGLE DOSE)			
2. INSULIN ADMINISTRATION (SUBCUTANEOUS INJECTION)			
D. BLOOD GLUCOSE TESTING WITH REAGENT STRIPS			
E. BLOOD GLUCOSE TESTING WITH BLOOD GLUCOSE METER (FINGER STICK)			
F. URINE TESTING FOR KETONE			
G. URINE TESTING FOR SUGAR			
H. SKIN/FOOT CARE			
15. NEUROLOGICAL SYSTEM			
A. TEACH DISEASE PROCESS AND RISK FACTORS			
B. LEVEL OF CONSCIOUSNESS			
C. AUDITORY/VISUAL STATUS			
D. S/S REQUIRING MEDICAL INTERVENTION			
E. PUPIL SIZE & REACTION TO LIGHT			

Employee Name:

Position:

PROCEDURE	ACCEPTABLE DEMONSTRATION	DEMONSTRATED KNOWLEDGE VERBALLY	NEEDS REVIEW
16. INTEGUMENTARY SYSTEM			
A. TEACH DISEASE PROCESS & RISK FACTORS			
B. SKIN CARE & PREVENTIVE MEASURES			
C. WOUND CARE			
1. DECUBITUS WOUND CARE			
STAGE I - IV			
D. INCISION			
1. WITH STAPLES			
2. WITHOUT STAPLES			
E. REMOVAL OF SKIN STAPLES OF CLIPS			
F. REMOVAL OF RETENTION SUTURES			
G. WOUND IRRIGATION			
H. HOT/COLD COMPRESSES			
I. STERILE DRESSING TECHNIQUES			
17. ANTEPARTUM / MATERNAL / NEWBORN			
A. TEACH DISEASE PROCESS & RISK FACTORS			
B. PERINEAL CARE, SITZ BATH & DRY HEAT			
C. CHECK FUNGUS LEVEL & KOCHIA			
D. CARE FOR THE NEWBORN INFANT			
E. MOTHER/BABY BONDING			
F. FLUID & DIETARY REQUIREMENTS FOR MOTHER/CHILD			
G. MONITORING OF V.S. (TPR/BP) CHILD ONLY			
H. CAST CARE FOR INFANT/CHILD			
I. GASTROSTOMY/JEJUNOSTOMY TUBE FEEDING			
J. CAPILLARY BLOOD SAMPLES, PKU			
K. TRASH/NASOTRACHEAL SUCTIONING/CARE			
L. INJECTIONS SO/IM			
M. INTRAVENOUS THERAPY			

Employee Name :

Position :

(CONTINUED - R.N./L.P.N. SKILLS ASSESSMENT CHECKLIST)

INSTRUCTIONS: INSERT DATE AND INITIALS			
PROCEDURE	ACCEPTABLE DEMONSTRATION	DEMONSTRATED KNOWLEDGE VERBALLY	NEEDS REVIEW
18. INFUSION THERAPY			
A. TEACH DISEASE PROCESS, PROCEDURES & RISK FACTORS			
B. FLUID & DIETARY REQUIREMENTS			
C. VENIPUNCTURE FOR BLOOD CULTURE, BLOOD CHEMISTRY & MEDICATION LEVEL			
D. INTRAVENOUS SITE CARE & MAINTENANCE			
E. INTRAVENOUS MEDICATION RECONSTITUTION & ADMINISTRATION IN THE HOUSE			
F. OBTAINING BLOOD FOR BLOOD CULTURE/MEDICATION LEVEL VIA CENTRAL LINE			
19 . MEDICATIONS MANAGEMENT			
A. INJECTIONS 1. IM 2. SQ 3. INTRADERMAL 4. Z-TRACK			
B. ORAL MEDICATIONS			
C. TOPICAL MEDICATIONS			
D. VAGINAL/RECTAL MEDICATIONS & SUPPOSITORIES			
E. AEROSOL TREATMENTS			

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* A minimum of one return demonstration will be performed by a new nursing staff to ensure the safety of the patient and the confidence of the employee. Additional techniques will also be demonstrated as necessary, for new or existing specialty areas of the Agency's service delivery program.

Supervisor

Employee's Signature

Date

Date

CC: Original to Personnel File/Copy to Supervisor, Employee

Employee Name:

Position: