



Eastern Band of Cherokee Indians

REGISTERED NURSE - TRIBAL IN-HOME CARE SERVICES

Position Description

Program:	Tribal In Home Care Services	Reports to:	Supervisor - RN Tribal In-Home Care Services
Division:	Public Health & Human Services	Position Number:	925618005; 925618006; 925618007; 925618008; 925618010
Classification:	Non - Exempt	Revision Date:	10/01/2022
Pay Level:	15	Safety Sensitive:	No

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EB CI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

Provides comprehensive post-acute in-home healthcare to eligible patients residing on Tribal trust lands. All RN skilled services are provided in accordance with physician orders as well as federal, state, and Tribal criteria for each program. Performs a variety of highly skilled specialized nursing duties to include clinical procedures, specified lab test, head to toe assessments, patient and caregiver education and all associated documentation. 80% of the Staff RN time is spent in the home delivering one-on-one patient care. All related activities are in compliance with the NC Nurse Practice Act.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Responsible for assessing each patient based on in-home need and safety with focus on the appropriate Tribal program to best meet that need; programs include but are not limited to Skilled Home Health Care, Chronic Disease Management, or Hospitalization prevention.
- 80% of daily duties involves providing direct hands-on nursing care including clinical procedures, patient and family education, administration of medications, assessments of total health through the implementation and evaluation of the Medical Plan of Treatment.
- Makes the initial assessment visit and comprehensive assessment within 24-48 hours unless otherwise ordered by the provider.
- Completes all required forms in compliance with CMS and Tribal standards/criteria.
- Completes admission education and teaching with the patient and caregiver during the admission assessment.
- Develops and implements the multidisciplinary plan of care with involvement of the patient, caregiver, other disciplines, and the primary provider. Documents verbal orders from providers within the same day. Documents Transfer and Discharge information per CMS and ACHC standards of best practice.
- Recognizes and informs the RN supervisor of unusual or difficult in-home health care issues and utilizes problem solving skills to construct/suggest changes to the in-home plan of care.
- Recognizes abnormal lab results and or changes in the patient condition. Notifies the primary provider per agency policy, always advocating for the best interest of the patient.
- Makes written referrals to other disciplines as needed based on assessment and identification of needs in the home.
- Maintains electronic and written schedules coordinating patient care, assembling supplies, prioritizing patient visits using time management skills and technique.

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- Performs CNA supervisory visits for Home Health patients per CMS Conditions of Participation. Updates the CNA plan of care when needed to optimize patient outcomes and best practice.
- Required to work on holidays, weekends, and after hours to fulfill on-call duty as certain sectors of in-home health care operate 24/7.
- May be required to takes breaks and lunch time in the patient home pending the needs of the patient and caregiver, following industry standards of home care.
- Participates in PI committee as designated by the RN Supervisor and completes quality improvement projects as assigned.
- Cleans nursing equipment after each patient use and cleans supply bag at least monthly using OSHA standard precaution practice.
- Ensures that all medical supplies are current and without issue prior to using on a patient.
- Completes all required documentation electronically and written per program criteria, CMS, and ACHC regulations.
- Demonstrates safe practices using proper body mechanics, following policies for sharp/dangerous material handling and disposal and reporting and or acting to correct unsafe practice.
- Attends all mandatory in-service/educational programs and staff meetings as instructed.
- Attends at least 16 hours of work-related education annually.
- Expected to obtain continuing education both through in-service training and self- propelled training modules both in-house and on location.
- In the event of a public health emergency, employee may be reassigned to a duty station to ensure safety and treatment are delivered to the public as quickly as possible.
- Comes to work as scheduled and consistently demonstrates dependability and punctuality.
- Perform job duties according to established safety guideline and Tribal policies.
- may be required to remain at work or report to work during times when admin leave is granted in order to meet the needs of patient's and program operations

Scope of Supervision:

This position is supervised by program leadership. This position is not responsible for supervising others.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	One (1) year of related experience required. Experience to include Home Health and electronic medical record - point of care.
Education:	Associates’s Degree in Nursing is required. Home Health OASIS training within 1 year of employment required.
Licenses & Certifications:	Valid, insurable NC Driver’s License required. Current unrestricted RN licensure in the State of North Carolina per NC Board of Nursing guidelines, in good standing without a substantiated history of abuse, neglect, misappropriation or violation of patient's rights. CPR/First Aid certification.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Must have a thorough knowledge of the policies, procedures, and guidelines of EBCI PHHS Division and Tribal In-home care Systems, standards nursing practices, applicable OSHA mandates, and related regulatory controls such as ACHC, CMS, DMA, and DHHS.
- Knowledge regarding home health care with expertise in clinical issues required.
- Must have an understanding of the EBCI culture, lifestyles, and risk factors.
- Requires knowledge of the geography of the assigned area.
- Knowledge regarding in-home care industry standard and expertise in clinical/coverage and issues required.
- Must maintain current, unrestricted RN licensure, CPR/First Aid certification and proof of automobile liability insurance, without lapse.
- Must be proficient in Microsoft Office Suite.

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Nine (9) to twelve (12) months would be necessary to become proficient in most phases of this position.

Safety/Accuracy Focus:

A high degree of accuracy is required in nursing practice, patient education and case management. Inaccurate identification and reporting of abnormal health conditions to the appropriate providers may have minimal or life threatening results. and review of work following established procedures, protocols, and quality audits would prevent most errors. It is important to be accountable as this position is based out of the office and in the field and works independently. It is important that the information distributed to patients, caregivers and providers be accurate.

Key Relationships:

Interact with internal and external customers/clients in a polite and professional manner. Has frequent contacts with patients, families, coworkers, and other health professionals where tact courtesy and diplomacy are required to maintain positive relationships. Requires good communication skills, both written and oral. Requires sensitivity to others while dealing with patients and their families who may be under stress while dealing with issues of disease and poor health. Purpose of contacts is to exchange information, offer instruction and work together to meet the patient's goals and maintain the integrity of the patient and their needs at all times.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes.

Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. Must adhere to all Tribal guidelines, EBCI policies and procedures for working with confidential data. The above average degree of discretion is required while handling patient and related medical information. Must comply with federal, state and Tribal HIPAA guidelines, reporting infractions of potential misconduct to the appropriate authorities immediately. Ensure that PHI is maintained at all times across the health care continuum including those patients who may not receive direct care from TIHCS. A breach in confidentiality could result in criminal charges.

Complexity of Duties:

This position includes completing tasks of varying complexity levels. Ingenuity and judgment are required to review facts, plan work, deal with facts that are not easily evaluated, interpret results, draw conclusions, and take or recommend action. Must be able to make independent decisions about patient needs, without the on-site support of the institutional setting while following defined P&P and standards of care. Must consider patients' needs within compliance with government and program regulations. Requires a high degree of accuracy in reporting health abnormalities to the patient's providers, and in the documentation of services provided. Undetected errors could have potentially life-threatening results. Government regulations, compliance with standards, and third-party payers require the submitting of accurate patient information to allow for appropriate reimbursement for patient visits. The submission of false or inaccurate information would place the agency at risk for fraudulent claims, resulting in loss of agency certification and accreditation; therefore, nurse's license would be in jeopardy. Extensive Travel Required, locally and nationally.

PREFERRED QUALIFICATIONS

Home Health OASIS COS-C preferred.

WORK ENVIRONMENT

Work Environment: Works in both office and clinical environments, including patient homes, hospital, and outpatient clinics. Potential exposure to contagious disease and infection. Must adhere to OSHA standard precautions to maintain a safe work environment. May be required to work holidays, weekends, or other times when

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administrative leave is granted in order to ensure optimal patient care. Extensive travel required locally and nationally.

**Mental/Visual/
Physical Effort:**

Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. Job duties can be mentally/emotionally stressful at times. Requires the ability to deal effectively with stress. Close mental concentration and attention to detail are required for most activities. Physical activities require the ability to walk, sit, reach, extensive bending and heavy lifting while assisting patients to walk or turn and when transferring patients. Must have visual acuity, manual dexterity, and the ability to speak and hear. Must have a completed fit for duty form noting ability to perform job functions.

OTHER

Confidentiality:

All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

**Background
Investigation:**

All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

Drug Screening:

All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

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ACKNOWLEDGMENT

I have reviewed the content of the **Registered Nurse - Tribal In-Home Care Services** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date