

Job Description



Field Case Manager

Position Summary:

Working in the home environment and reporting to the Director of Patient Care Services, the Field Case Manager delivers quality nursing care to clients by assessing, planning, implementing and evaluating safe, therapeutic patient care. In addition, the Field Case Manager assists Clinical Managers with the opening of new cases, recertifications of cases that extend beyond 60 days and the discharge of patients no longer in need of care. A Field Case Manager may also elect to rotate into the pool of nurses covering weekend on-call shifts.

Responsibilities include, but are not limited to:

- Functioning according to accepted nursing standards of practice and agency's policies and procedures. Practicing professional RN nursing care in accordance with current legal definitions. Demonstrating knowledge of State and Federal Regulations concerning home healthcare.
- Assisting Clinical Managers with opening new cases by making initial visits to patients and filling out assessment paperwork.
- Making recertification visits for patients that need care extended beyond 60 days.
- Discharging patients and working with Clinical Managers to insure that all required documentation is complete and accurate.
- Voluntarily covering weekend on-call shifts as needed.
- Assessing patients, medication administration, administering prescribed treatments and therapies, care planning, and communicating with other members of the patients' multi-disciplinary team.
- Managing supplies, emergency management, coordination of care, health promotion and teaching and training family members.
- Conducting admissions/evaluations according to physician orders, using basic assessment skills, teaching patients and families as required and needed, coordinating allied therapies and services and assisting the case manager in establishing the plan of treatment.
- Assisting the Clinical Manager with establishing the plan of treatment. Providing, managing and coordinating patient care through development and implementation of the nursing care plan, reevaluating service needs, and revising the plan of care and plan of treatment as necessary with physician orders.
- Safely performing and documenting nursing procedures for patients consistent with scientific principle, accepted standards of practice and home care policies and procedures utilizing specialized skills, i.e.:
 - Skilled observation/monitoring of patient's condition.

- Educating the patient and family to achieve treatment goals that are appropriate to patient/family needs and abilities. Leaving written instructions with patient/family as appropriate.
- Recognizing safety considerations; completing safety evaluations and instruction.
- Assisting with initiating appropriate preventative and rehabilitative nursing procedures.
- Evaluating the effectiveness of intervention/actions in relation to intended goals.
- Communicating with the patient, family, agency staff, interdisciplinary members, and the medical team regarding the plan of care and completing relevant documentation.
- Communicating significant changes in the patient's condition changes in status, and needs to the treating physician and/or other appropriate personnel, taking orders as needed and completing documentation as relevant.
- Preparing, submitting, and reporting clinical progress notes and other client documentation as needed, documenting all aspects of assessment, treatment, and the client response in accordance with standard performance guidelines.
- Assisting the clinical manager with coordination of discharge planning as necessary with other disciplines and outside agencies using community resources as appropriate.
- Respecting and ensuring the confidentiality of all clients and agency information. According to HIPAA Privacy Rules- to properly safeguard and protect from improper disclosure of health information that either identifies a patient or can be reasonably used to ascertain a patient's identity.
- Demonstrating good judgment in selecting, interpreting and reporting data, and in seeking consultation and guidance from other health team members; sharing only pertinent information with the client and family.
- Assisting with the orientation and evaluation of new personnel as requested.
- Participating in care conferences and multi-disciplinary conferences as directed and seeking review of the client plan of treatment as appropriate.
- Maintaining current license and certifications.
- Participating in in-service trainings, staff meetings and on going professional development classes offered through the company.
- Assuming responsibility for professional development through continuing education pursuits.
- Demonstrating competency as a RN upon initial hire and annually as evaluated by the Director of Patient Care Services.
- Annually furnishing evidence of completing the mandated 12 hours of in-service training.
- Participating in quality management activities as requested.
- Understanding and participating in cost effectiveness activities of home healthcare by using equipment and supplies in a responsible manner.
- Maintaining current CPR health care provider certification for adults, infants, and children
- Assisting with other duties as assigned.

The qualifications for this position are as follows:

- Current California RN license in good standing.
- Associates degree in Nursing. Bachelor's degree preferred.
- A minimum of one year licensed professional experience as an RN.

- Minimum one year acute care experience preferred if ASRN.
- Two years of NICU, Med/Surge, pediatrics or critical care experience preferred.
- A minimum of six (6) months of home health experience with Care at Home, completing all required training modules regarding typical care offered through the agency or five plus years of clinical experience in one or more of the following disciplines, Med/Surg, NICU, ER/Critical Care or pediatrics.
- Excellent written and verbal communication skills.
- Knowledge of professional conduct, record keeping, clinical documentation, and body mechanics.
- Must possess a valid driver's license and auto insurance with a satisfactory driving record for the past three (3) years.
- CPR/First Aid (BCLS) certification and ability to meet health requirements as per company policy required.
- Must be willing to submit to a background check.

The working conditions for this position are as follows:

- **Physical Demands:** While performing the duties of this position, the employee is regularly required to use hands to perform intricate, dexterous procedures. The employee is required to talk and hear. The employee is required to stand, walk, sit, reach with the hands and arms, climb or balance, stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and / or move / shift up to 80 pounds using assistive devices when appropriate. Specific vision abilities required include: close, distance, color and depth perception. The physical demands described here are representative of those essential functions.
- **Work Environment:** While performing the duties of this job, the employee is exposed to outside weather conditions and various home environments that may be unpredictable. Work is primarily conducted in various home environments. The noise level is usually moderate.
- **Potential Occupational Exposure:** Duties may have the potential for exposure to blood or other potentially infectious material and are determined to have a reasonably anticipated risk of exposure to blood borne pathogens. The procedures and precautions for this exposure is acknowledged and detailed in the company's Exposure Control Plan. In addition, the work environment involves some exposures to hazards or physical risks, which require following basic safety precautions.

Reports to: RN Supervisor

Department: Nursing

Status: Full and Part-time, days, evenings and weekends

Last Revision Date: 05/21/2012