

# Position Description: Hospice Nurse Practitioner

## Summary

The Nurse Practitioner works in collaboration with the Medical Director, patient physicians, and team members, in an active practice to deliver, and support appropriate clinical care under hospice federal, and state conditions of participation, and all HPH policies and procedures to ensure excellence involving all aspects of the patients' clinical care.

**Reports to** the Hospice Services Manager, directly, and Hospice Medical Director, indirectly

## Qualifications

- Master's degree or graduate certificate from an approved advanced practice nursing program desired.
- Valid license as a Nurse Practitioner in the State of New York.
- Valid Drug Enforcement Agency registration.
- Demonstrated clinical competence in relevant clinical area, particularly hospice, oncology and family practice; hospice and/or palliative care experience preferred.
- Must have a current New York State driver's license.
- Must have 24-hour access to a motor vehicle and maintain personal auto liability insurance coverage.
- Able to cope with emotional stress and be tolerant of individual lifestyles.
- Sensitive to the needs of terminally ill patients and families and one's own feelings about dying and death.
- Must be able to recognize, support, and adhere to all HPH policies, and procedures.
- Must meet all local health regulations.
- Basic computer skills desirable.
- Must be capable of performing the essential functions of this job, with or without reasonable accommodations.

## Physical Demands

- Intermittent physical activity including walking, standing, sitting, lifting, and supporting patients.
- Incumbent may be exposed to virus, disease, and infection from patients and specimens in working environment.
- Incumbent will be required to work at patient's homes and be responsible for own transportation.
- Incumbent may experience traumatic situations in the family setting.

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## Supervision Received

### Medical Practice

The Hospice Medical Director provides medical supervision, consultation, and guidance regarding the Nurse Practitioner's daily clinical patient assignments, including but not limited to the following:

- 180-day recertification.
- Patient problem solving.
- Clinical compliance needs/concerns.

### HPH Program

The Hospice Services Manager provides supervision for program implementation in accordance with policy and procedure.

## Essential Job Requirements

Works as part of the clinical staff based on assigned responsibilities and oversights.

1. Adheres to the practice of confidentiality regarding patients, families, staff, and HPH.
2. Functions as an integral part of an interdisciplinary team in order to enhance the mission, policy, and philosophy of HPH.
3. Complies with all applicable laws, and regulations with respect to collaborative agreements.
4. Practices in a manner that is a model for professional and agency ethics, values and integrity, and that complies with the letter and spirit of legal aspects.
5. Provides services related to health maintenance, promotion, and end-of-life care.
6. Available to order and interpret laboratory and radiology tests when requested.
7. May prescribe medications, including controlled substances, to the extent delegated, and licensed, working hand-in-hand with patient's primary care physician and the hospice physicians.
8. Orders treatment and durable medical equipment as necessary.
9. Consults with referring, and primary care physicians, and designees as needed, providing written reports on patient contacts, and communications.
10. Prepares and maintains accurate patient records to support sound medical practice, and coding for reimbursement for services provided in a timely manner when/if necessary or appropriate.
11. Ensures the clinical record, with all the information contained therein, is safeguarded against loss or unauthorized use when in his/her possession.
12. Assists in providing training, and continuing education for staff when appropriate.
13. Assessment for the face to face 180-day recertification of existing hospice patients.
14. Works directly with HPH committees, and teams as a medical liaison, and representative in support of program development.

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15. Assist Medical Director in the research, and alignment of patient records prior to HPH admission, for the medical review, and determination process regarding Medical Director's decision in relationship to appropriateness or diagnosis, and (LCD) outlines being satisfied/met.
16. Performs other duties as assigned, consistent with skills and training and the mission and goals of the agency.