

**Black River Memorial Hospital**  
**JOB DESCRIPTION/PERFORMANCE APPRAISAL**

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| <b>Job Title:</b> Nurse Practitioner | <b>Employee Name:</b> |
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| <b>Created on:</b> 10/3/2016                    | <b>Department:</b><br>Homecare/Hospice and Palliative Care | <b>Pay Type:</b> |
| <b>Reports To:</b><br>Homecare/Hospice Director | <b>Reviewed on:</b> 02/17/17                               | <b>Revised:</b>  |

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| <b>POSITION SUMMARY:</b><br>Evaluates and treats patients of all ages with severe chronic disease and/or end of life prognosis. Completes patient assessments, orders and interprets diagnostic tests and completes or prescribes treatments under the supervising Hospice/Palliative Care Physician.                               |          |          |          |
| <b>I. Essential Duties and Responsibilities</b>   | <b>E</b> | <b>S</b> | <b>U</b> |
| 1. Assesses patients of all ages presenting for health care and obtains a personal medical history, appropriate physical examination and completes documentation of same using the hospital's clinical charting system. Documents or dictates articulate and concise patient care information for the physician and medical record. |          |          |          |
| 2. Performs orders and interprets diagnostic test and patient data to determine appropriate diagnostic and therapeutic procedures.  |          |          |          |
| 3. Instructs and counsels patients and families related to physical/mental health, self-care, medication use and management of symptoms.  |          |          |          |
| 4. Functions independently as situations arise according to collaborative agreement with supervising physician  |          |          |          |
| 5. Works collaboratively with the Homecare/Hospice and Palliative Care Director and other team members to ensure smooth day-to-day operations within the teams. Ensures the care provided to patients meets agency and regulatory standards, quality patient care, and effective and efficient resources utilization.               |          |          |          |
| 6. Provides leadership to staff to ensure appropriate multidisciplinary communication, collaborative working relationships, and a customer-oriented environment responsible to the needs of external/internal customers. Is readily available to visit with staff for consultation, problem solving, and support.                   |          |          |          |
| 7. Collaborates with Hospice/Palliative Care physician for consultation and referral of cases beyond the scope of practice.   |          |          |          |
| 8. Facilitates referrals to community agencies for follow-up care while on Palliative Care or Hospice Services.   |          |          |          |
| 9. Ensures excellent patient care services, coordination educational and outreach services, participating in quality improvement activities, and linking efforts with hospital and community services.  |          |          |          |
| 10. Provides assistance with staff orientation, education and department programs within area of expertise.   |          |          |          |
| 11. Completes an in-home Face-to-Face visit, completing appropriate charting after evaluation to ensure patients meet hospice eligibility criteria.   |          |          |          |

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| 12. Assists in the development and review of appropriate clinical protocols, policies, and processes that support appropriate referrals and care. |  |  |  |
| <b>Additional Duties</b>  |  |  |  |
| 13. Performs other duties as assigned by the Hospice Medical Director and Director of Hospice and Palliative Care.                                |  |  |  |
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**Educational Qualifications:**

- Graduate of a nationally accredited Nurse Practitioner educational program.
- Current, valid, unrestricted Nurse Practitioner license from the State of Wisconsin; current board certification or current board certification from ANCC, ANA, or AANP for NP must be achieved within 18 months of hire; and current unrestricted DEA.
- BLS required
- Minimum of three years clinical experience required. Chronic Disease Management, Palliative Care, and/or Hospice experience preferred.
- Achieves palliative care board certification within five years of employment as Palliative Nurse Practitioner or the applicant must be functioning as a Clinical Nurse Specialist (CNS) or Nurse Practitioner (NP) with hospice and palliative advanced nursing practice experience of 500 hours in the most recent 12 months or 1000 in the most recent 24 months.

**Work Relationship:**

- Reports directly to the Hospice and Palliative Medical Director and Homecare/Hospice and Palliative Care Director.
- Works regularly with physicians, pharmacist, department directors and staff from other departments.
- Regular contact with patients, families, public, vendors and other community healthcare agencies.

**Working Conditions:**

- Position involves potential for exposure to blood and body fluids, contagious disease, chemical, mechanical and electrical devices in the hospital setting as well as in a wide variety of home situations.
- The expectation for this position is Standard and Transmission-based Isolation precaution standards are followed along with the use of appropriate personal protective equipment.
- Position may involve driving at any hour of day or night and in various types of weather and road conditions.
- The noise level is moderate.
- Some overnight travel required.

**Physical Requirements:**

- Frequently required to stand, walk, stoop, kneel or crouch.
- Occasionally required to sit or climb.
- Required to use hands to handle or feel objects, tools or controls.
- Frequently lift and/or move up to 35 pounds.
- Occasionally may need to move patients, equipment and/or supplies of more than 35 pounds with assistance.
- Requires specific vision abilities for far vision, near vision, depth perception, colors, accommodation and peripheral vision.
- Vision correctable to 20/40.

**Acknowledgement:**

This job description/evaluation describes the general nature and level of work performed by an employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the department director or administration. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with disabilities.

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Employee Signature

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Date