



POSITION DESCRIPTION

NURSE SUPERVISOR HOME PROGRAM

Reports to: Program Manager

Position Status: Non-exempt

Supervises: Unit Staff in conjunction with Mgr

Effective Date: 3/27/18

GENERAL SUMMARY

The PD Nurse Supervisor is accountable for the oversight and support of the Home Program Care Managers in the delivery and documentation of care of Home Patients dialyzing at NKC. This position provides support to Home Program Care Managers and patients and assists the Program Manager with site visits, infection review, coordinating new and on-going patient education and assessment, co-originating new staff and renal fellow orientation, coordination of department QI team. The nurse accepts and follows the leadership from of the Program Manager.

DUTIES AND RESPONSIBILITIES

1. Oversight of quality program in the unit including coordinating CQI team, monitoring and tracking peritonitis and other infections.
2. Coordinates all new and on-going Home Patient education, physical assessment and training, including working with the CKD department to develop new and on-going patient education materials.
3. Coordinates all new staff training and education including education program for Renal Fellows.
4. Regularly visits all Home training sites, reviews patient records and CQI indicators.
5. Develops and implements on going staff education and in-services.
6. Monitor patient access and reviews all patients access on a regular basis.
7. Participates in NKC Nurse Patient Educator/Case Manager meetings and shares information with Home staff.
8. May assign staff to provide coverage for unit.
9. Monitors and updates staff competencies as needed.
10. Participates in department related research studies, educating the staff in their applications and goals.

Assessment

1. Assessment

The Home Nurse Supervisor shall oversee and support the Home Care Manger in initiating an accurate and continuous assessment of nephrology patients to determine the patient's health history, current health status and

family history; and to identify immediate, interim and long-term nursing care needs.

- a. Provide accurate initial patient assessments.
- b. Continuous assessment of patient's overall physical and psychological condition to determine nursing care needs.
- c. Document all pertinent data into the patient's permanent medical record.
- d. Collect data in a timely, organized and systematic manner utilizing observation, examination and intervention techniques. Included but not limited to: New patient assessment; Monthly primary care notes; Assessment of daily patient care and dialysis parameters.

2. Analysis

The Home Nurse Supervisor shall oversee and support the Home Care Manager in analyzing assessment data to formulate nursing diagnoses and identify collaborative problems.

- a. Identify nursing diagnosis based on data to overcome unusual or complex patient care needs.
- b. Compare individual patient assessment data to the norm in determining any deviation, degree and direction of deviation from the norms.
- c. Review lab work.
- d. Identify the patient's and family's capabilities and limitations.
- e. Utilize nursing diagnosis based on accepted current knowledge.

3. Planning

The Home Nurse Supervisor shall oversee and support the Home Care managers in formulating a written, comprehensive nursing care plan for the nephrology patient based on identified nursing diagnoses and collaborative problems. The proposed delivery of the plan should be realistic within the limitations of an outpatient facility.

- a. Develop a teaching plan for patients choosing a home peritoneal dialysis modality.
- b. Write nursing care plans, care cards, and six-month updates for primary patients.
- c. Maintain current patient problem lists.
- d. Include multidisciplinary input in planning care by conducting care conferences and soliciting information from the patient care team.
- e. Develop individual nursing care plans which are realistic, stated in measurable outcomes and supportive of patient desires

4. Intervention

The Home Nurse Supervisor shall oversee and support the Home Care Managers in providing safe, effective and efficient care according to the priority of identified problems/needs.

- a. Implement the plan of care for patients.

- b. Provide direct patient care:
 - (1) Performing all home dialysis tasks including: setting up dialysis machines, checking equipment, coupling patients on dialysis, monitoring treatment, uncoupling patients etc., administering medications, blood, assessing new access function, teaching patients techniques for home dialysis.
 - (2) Process physician orders.
 - (3) Co-monitor new staff and orientees.
 - (4) Perform appropriate procedures for dialysis-related emergencies.
 - (5) Administer oxygen, perform EKGs.
 - (6) Implement protocols for maintaining peritoneal dialysis-related problems.
- c. Delegate tasks, supervise others, refer the patient to professionals for specialized services and coordinate the efforts of health members.
- d. Initiate emergency interactions based on assessment.

5. Evaluation

The Home Nurse Supervisor shall oversee and support the Home Care Manager to evaluate and modify the plan of care based on observable responses that are compared to the outcomes stated in the nursing care plan.

- a. Evaluate and document patient responses to care. Revise care plans as needed.
- b. Determine relevance of nursing interventions. Determine causes of significant differences between patient responses and the expected response.
- c. Revise problem list as needed.

Human Worth:

The Home Nurse Supervisor shall:

- a. Provide care based on philosophic and ethical concepts, such as reverence for life and respect for the inherent dignity, worth, autonomy, and individuality of each human being.
- b. Maintain a professional manner being respectful of patients, maintain patient confidentiality and provide care consistent with the Patient Bill of Rights.
- c. Provide care that communicates acceptance of the patient's and/or family's belief, religion and socioeconomic background, and provide care consistent within the patient's rights and responsibilities.
- d. Assure protection of patient's privacy.
- e. Respect and guard the patient's confidentiality. Respect other staff and visitors.
- f. Secure informed consent when indicated.

Communications:

The Home Nurse Supervisor will maintain patient confidentiality while assuring open and timely communication with patients, physicians, and other health care team members.

- a. Provide pertinent data to charge nurse and communicate all pertinent patient care data to physicians.
- b. Document results of nursing interventions and related pertinent data in the medical records.
- c. Refer problems to appropriate personnel such as Social Work, Nutrition, etc.
- d. Seek assistance when needed.
- e. Facilitate communications on an interdisciplinary level as indicated.

Education

The PD Nurse Supervisor shall incorporate health care education for the nephrology patient and family as an integral part of nursing practice. The Home Nurse Supervisor shall assist the patient and family to obtain knowledge about the treatment of renal disease.

- a. Determine learning needs and assess patient's readiness and ability to learn.
- b. Assure teaching is an ongoing process by providing an environment conducive to learning and utilizing principles of adult learning.
- c. Provide health care education to the patient and family as needed.
- d. Provide teaching to co-workers as indicated.
- e. Assist in additional projects, committee assignments or tasks
- f. Attend in-services as provided.

Environment

The Home Nurse Supervisor shall collaborate with other disciplines to assure a safe and supportive environment for nephrology patients and the personnel who care for them.

- a. Provide a safe, supportive environment for other staff and patients.
- b. Comply with infection control practices.
- c. Know emergency procedures.
- d. Collaborate with other disciplines in the evaluation and selection of equipment and supplies and in procedures for their use and maintenance.

Professionalism

The Home Nurse Supervisor shall be competent and possess current, comprehensive knowledge and skills in nephrology nursing practice. The Registered Nurse shall recognize own continuing learning needs.

- a. Be knowledgeable of rules and regulations governing the nursing care of patients.
- b. Be responsible for demonstration of attainment of a defined body of knowledge.

- c. PD Nurse Supervisor must be currently licensed to practice in Washington State and become certified in basic life support. Nurse Supervisors must hold a current Washington driver's license and vehicle insurance
- d. Continuing Education
- e. Recognize their own continuing learning needs, and be responsible for meeting those needs to maximize professional development and optimal nephrology nursing practice.
- f. Quality Assurance

The PD Nurse Supervisor shall participate in a program for ongoing evaluation of the quality and appropriateness of patient care. This program will include monitoring of, but not limited to:

- (1) Current licensure credentials.
- (2) Adherence to standards of practice.
- (3) Universal precautions and isolation techniques.
- (4) Equipment safety.
- (5) Infections.
- (6) Unusual occurrences.

JOB CONDITIONS

- 1. Must be able to communicate effectively in English on the phone, in writing, and in person.
- 2. Must be able to use a computer keyboard, mouse, and pull down windows in an efficient manner. Must be able to demonstrate use of appropriate software after training.
- 3. Duties and responsibilities are performed in a clinical dialysis unit. The Home Nurse Supervisor is exposed to fumes from chemicals such as, blood other body fluids, temperature changes, and may work within a confined space.
- 4. Physical activities require the ability to stoop, kneel, crouch, reach; stand, walk; push, pull, lift; fingering, grasping, feeling; talking, hearing; and repetitive motions of hands, wrists, fingers. Eye-hand coordination must be very good.
- 5. The physical requirements include the ability to lift/move objects weighting up to 100 pounds occasionally, and lift/move objects up to 50 pounds frequently.
- 6. The position requires visual acuity to read, inspect dialysis machines, and provide patient care.

CUSTOMER SERVICE STANDARDS

Staff is responsible for demonstrating good customer service and professionalism.

- 1. **CONSIDERATION:** Greet customers promptly; show courtesy; recognize customer's needs; respect privacy.
- 2. **CONCERN:** Listen to customers; express appreciation, be non-judgmental; take responsibility.

3. **CONFIDENCE:** Show a positive attitude; take personal initiative; inform; educate and reassure; provide prompt follow-up.
4. **CONDUCT:** Hold appropriate conversations; maintain a professional appearance; establish teamwork; show professional competency.

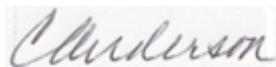
EDUCATION AND EXPERIENCE

The Home Nurse Supervisor must have a current registered nursing license in the state of Washington, and one year of previous nursing experience. Dialysis experience is preferred.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of all job tasks performed by people so classified.

¹ Other qualifications include involvement in appropriate professional committees; willingness to work with hepatitis- and HIV-positive patients following NKC recommended guidelines, and performance of continuing education responsibilities. Unless contraindicated, the incumbent is expected to receive or provide documentation of receipt of vaccination against hepatitis B.

REVIEW AND APPROVAL



Vice President Clinical Operations

3/27/18

Date



Vice President Human Resources

3/27/18

Date