

TITLE OF POSITION:	COMFORT CARE COORDINATOR RN
CLASSIFICATION:	EXEMPT
RESPONSIBLE TO:	HOME HEALTH DIRECTOR RN
LIFTING REQUIREMENTS:	UP TO 100 POUNDS
EFFECTIVE DATE:	NOVEMBER 19, 2011
REVISED DATE:	MAY 10, 2018

GENERAL DESCRIPTION:

Under the direct supervision of the HH Director the Comfort Care Coordinator RN will manage the care activities and provide oversight to the end of life care process for Participants within the Comfort Care program.

RESPONSIBILITIES:

1. The Comfort Care Coordinator RN will manage the Comfort Care program within the HH department.
2. Accepts referrals and medical orders and documents pertinent information required for initiation of services. Assists participant/family and physician in arranging for Comfort Care services in the participant's place of residence.
3. Updates organization Comfort Care list, and ensures appropriate documentation is in place to include MD orders, Plan of Care, Advanced Directives, etc.
4. Coordinates orders for medication and treatments as prescribed by the physician's Plan of Care and BSHS policy/procedure.
5. In collaboration with the HH Director, Comfort Care RNs, and Skilled Nursing Coordinator, assures that participants are assigned to the appropriate personnel for evaluation, admission, and on hands care. Provides staff orientation and training for Comfort Care team.
6. Works closely with the Comfort Care team to assess and if needed schedule regular home visits for those Participants within the Comfort Care program.
7. Works with the Comfort Care team and skilled nursing staff to observe participant for changes in condition and reports changes appropriately to the physician and/or designee. Obtains orders for changes in the medical plan of treatment to respond to participant's condition, documenting all observations and interventions in an accurate and timely way.
8. Facilitates appropriate preventive, therapeutic and rehabilitative procedures and technique. Maintains communication regarding participant's care with the IDT, physician, supervisor and family, as appropriate.

9. Acts as a liaison between the participants and IDT, and advocates for the care needs of the participant. Assists and instructs participant, family members or other participant representatives in care plan implementation and other concepts and activities necessary to promote participant's health safety and independent living.
10. Facilitates the Comfort Care committee meetings and evaluates program issues and works to implement improvement measures.
11. Conducts home visits to develop and monitor the participant care plan and address the participant care needs, and communicates participant status and any health changes with the IDT.
12. Available to participants/ families, via phone or in person as necessary, during and after work hours to address any questions and concerns related to the care of the participant.
13. Accurately documents observations, interventions and evaluations pertaining to participant care management and services provided in accordance with Bienvivir Senior Health Services policy and procedures on the day services are rendered. Submits documentation in a timely manner.
14. Assures all level II reporting guidelines/requirements are reported.
15. Complete initial and routinely required assessments of individual participants to include assessments of medication compliance. Initial assessments will be completed within ten days of participants' enrollment and upon comfort care program acceptance at initial home visit. Routine reassessments will be completed by participants' schedules I/A date and/or at HH reassessment interval date. Observes participants for changes in condition and reports changes appropriately to the physician and/or designee. Obtains orders for changes in the medical plan of treatment to respond to participant's condition, documenting all observations and interventions in an accurate and timely manner. Completes participant reassessments and updates or initiates care plan to changes in participant condition, as expeditiously as required by their condition.
16. Completes reassessments at the requests of participant/or designated representative within 72 hours of that request. Develop the care plan in conjunction with the team and provide documentation that meets the standards mandated by PACE, TDHS and nursing practice.
17. Promotes the utilization of all available resources for the benefit of participants, families and team members.
18. Plans and/or attends team case conferences with nursing staff and other BIENVIVIR disciplines as needed.

19. Participates in the development of all BIENVIVIR objectives, standards of care policies and procedures, which affect Comfort Care services.
20. Participates in the interdisciplinary team's development, implementation and timely revision of the individualized care plan for participants receiving Comfort Care services.
21. Participates in QAPI activities related to Comfort Care services.
22. Ensures pronouncements are carried out promptly and in a dignified manner, works with families on any outstanding Comfort Care issues, and complies with all State and local regulations regarding pronouncements.
23. When appropriate, participates in continuing education workshops and activities relating to the health profession and health care services related to Comfort Care.
24. Responsible for coordinating and participating in the on-call to triage for participants in the Comfort Care program and address their medical needs in coordination with other on-call staff after hours.
25. Participates in new employee interviews, hiring process, and ongoing evaluation of Comfort Care staff.
26. Other duties as assigned by Supervisor.

QUALIFICATIONS / REQUIREMENTS:

1. Graduate from an approved professional accredited school of nursing, licensed to practice in the State of Texas.
2. Currently licensed (in good standing) through the State Board of Texas as a registered nurse.
3. Meets hiring criteria as defined in Bienvivir Senior Health Services' standards.
4. Have at least one year experience as an RN obtained within the last 36 months; or
5. Ability to meet Bienvivir Senior Health Services' conditions of employment regarding health clearance and provision of professional references.
6. Previous experience in caring for Hospice or Comfort Care patients.
7. Ability to communicate compassionately and effectively with patients assigned to end of life care.

8. Leadership ability and skills required for effective telephone and interpersonal communication. Supervisory experience preferred.
9. Must be able to function in a practice environment with minimal direct supervision, accepting personal responsibility for maintaining a professional relationship with BIENVIVIR's participants and their families.
10. Must accept responsibility for maintaining clinical practice skills, learning and adhering to Bienvivir Senior Health Services' policies and procedures.
11. Current CPR card.
12. Current TB test and/or chest X-ray.
13. Knowledge of regulatory entities governing Bienvivir Senior Health Services H.H. policies/procedures.
14. Bilingual capability (Spanish/English) is desired.
15. Must have automobile, valid driver license and current insurance.
16. Must be in good health and pass a physical upon employment if required.

BIENVIVIR ALL-INCLUSIVE SENIOR HEALTH reserves the right to change the job description and/or work hours as required by the program or business necessity.

EMPLOYEE STATUS: Full Time Part Time PRN Temporary

EMPLOYEE SIGNATURE: _____ DATE: _____

PRINT NAME: _____