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| **Job Title:**  | Collaborative Care RN | **Department:** | Family Medicine |
| **Job Code:** |  | **FLSA:** | Non-exempt |
| **Reports To:** | RN Clinical Leader, Director of Primary Care | **Date:** | 6/30/14 |
| **Purpose of Position:**  | Under generalsupervision of the Nursing Team Leader, Clinical Leader and/or the Department Director and under the general direction of the department providers (MD/DO, APRN, PA), perform as a member of the healthcare team to apply the nursing process when making nursing judgments and decisions specific to assessment, planning, implementation/delivery, and evaluation of patient care, and documenting relevant data and care processes. Work closely with a group of patients using health coaching techniques to assist them in self-management of their stable chronic illness(es).  The Collaborative Care RN will facilitate communication between the patients and their Primary Care Providers.  In addition, the Collaborative Care RN will assist with Advance Directives planning, Annual Wellness Visits, chronic disease action plans and preventative care utilizing assessment skills both in person and telephonically.  This RN position will be a resource for other team members and critical thinking skills are a must. |

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| **Essential Functions:** | Primary accountability and results for specific essential functions of the job. List by order of importance. This list of is not exhaustive and may be supplemented or changed as necessary. |
| 1. | Ability to engage patients both in-person and telephonically |
| 2. | Meet or exceed the standards of performance as established for employment at Dartmouth Hitchcock Keene |
| 3. | Excellent assessment, communication, interpersonal, and organizational/ time management skills |
| 4. | Demonstrated ability to work well as a member of a team and respond calmly and effectively in a fast paced environment and during a crisis and/or emergency.  |
| 5. | Flexibility, tolerance, and demonstrated ability to take initiative and to prioritize multiple tasks with attention to details. |
| 6. | Function at a fast pace and continually interact with a wide variety people and situations while maintaining a customer focus. |
| 7. | Aware of scope of practice boundaries, comfortable seeking direction and assistance from appropriate resources. |
| 8. | Exercise professional nursing judgment when performing a broad range of procedures and treatments appropriate to the level of care needed, and prioritizing patient acuity and workload demands. The Collaborative Care RN will function with greater autonomy by consistently demonstrating independent clinical decision making abilities. |
| 9. | Provide patient care in a manner that demonstrates nursing knowledge and technical competence; recognize significant changes in patient’s condition/situation and take appropriate action. Communicate with patient/family including but not limited to relaying physician orders, changes in the plan of care, reporting test results, etc. |
| 10. | Provide health teaching and counseling to a defined group or population of patients and family members; serve as advocate for patients and family. |
| 11. | Assist and provide guidance to other staff members by acting as a nursing resource; appropriately delegate duties in accordance with NH Nurse Practice Act and professional standards of nursing practice; promote team collaboration in meeting the needs of the patient/family.  |
| 12. | Maintain skills and knowledge necessary to perform daily department operations including scheduling, patient flow, coverage (within own or other departments in need), and, ensuring a healthy and safe work environment.  |
| 13. | Demonstrate proficiency and act as an expert role model in the performance of patient care. |
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| **Qualifications** needed to perform at a proficient level and be fully qualified. Show minimum requirements. |
| 1. | Minimum Education: |  BSN preferred |
| 2. | Minimum Experience: | >2 years of experience as an RN, preferably in the outpatient setting. |
| 3. | Specific Skills, Knowledge and/or Competencies: | Familiarity with Patient-Centered Medical Home model. Immunization proficiency. |
| 4. | Licenses/ Certifications: | Registered Nurse currently licensed in the State of New Hampshire. Current certification in BCLS required.  |
| 5. | Other: |  |

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| **Age Specific Competencies** If this job serves specific age categories, indicate which one(s). |
| [x]  | Neonate | [x]  | Adolescent | [x]  | Geriatric |
| [x]  | Pediatrics | [x]  | Adult |  |  |

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| **Physical Demands of Essential Duties/Functions** (summarize and complete chart below)**:** |
| Daily demands may vary dependent on specific duties performed. Up to 80%-100% of day may be spent seated while talking on the phone, attending meetings, completing or reviewing paperwork or working on the computer. Up to 75% of day may be spent working in a repetitive motion activity including use of computer and keyboard to access and input information. Must be able to effectively communicate in person and over the telephone. Visual and auditory skills essential to perform patient assessment duties. Fine motor control may be important to perform injections or other procedures. May bend, stoop, or reach to retrieve materials or supplies, push or pull up to 60 pounds, and assist in lifting patients. Must be able to respond to emergency situations. Some travel may be necessary to attend meetings or training.   |

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| **Demand** | **Frequency of Action** | **Demand** | **Frequency of Action** |  | **Scale**Occasional 0 - 33% of timeFrequent 34 - 66% of timeConstant 67 - 100% of time |
| Standing |  | Bending  |  |  |  |
| Walking  |  | **Demand** | **Frequency of Action** | **Weight Involved** |  |
| Sitting  |  |  |  |  |  |
| Seeing |  | Pulling  |  |  |  |
| Hearing |  | Pushing  |  |  |  |
| Reaching |  | Lifting  |  |  |  **Repetitive Motion Frequency of Action**  |
| Grasping |  | Carrying |  |  |  |
| Fine dexterity |  | Gripping |  |  | Single hand/Side of body |  |
| Kneel/crouch |  |  |  |  | Both hands/sides of body |  |

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| **Exposure** | **Frequency** | **Exposure** | **Frequency** |
| Body fluids, blood, tissues\* |  | Heat/Cold |  |
| Radiation\* |  | Wet/Humid (not weather related) |  |
| Toxic/Caustic Fumes\* |  | Vibration |  |
| Chemicals\* |  | Work near moving mechanical parts\* |  |
| Electrical Shock\* |  | \*Training required when exposure is frequent part of the job. |