

UNIVERSITY OF SOUTHERN CALIFORNIA

Homecare Nurse

Job Code: 187619

Grade: HG
OT Eligible: Yes
Comp Approval: 7/1/2006

JOB SUMMARY:

Manages home IV therapy for patients, coordinates services of discharge planners, social workers, pharmacy and nursing staff. Provides training and assistance to patients and patients' families. Ensures a smooth patient transition from acute care setting to homecare setting.

JOB ACCOUNTABILITIES:

***E/M/NA % TIME**

- _____ _____ Obtains patient history and physical, admission and discharge notes from patient file. Contacts primary insurance carrier to determine benefits and eligibility. Coordinates with insurance case manager to determine pricing for services. Writes letters of Medical Necessity.
 - _____ _____ Assesses patient and caregiver capability for participation in prescribed homecare therapy. Initiates patient teaching and orients caregiver to techniques for administration of intravenous therapy.
 - _____ _____ Assists social worker in identifying a nursing agency to meet patient's needs. Facilitates exchange of information among patient, physician and pharmacist. Participates in hospital discharge planning to identify potential homecare patients and facilitate their discharge.
 - _____ _____ Orders patient supplies on a weekly basis, checks that all prescriptions, refills and supplies are correct before delivery. Monitors contracted delivery agency to insure that patients do not run out of supplies.
 - _____ _____ Participates in quality assurance program and continuously evaluates services to ensure highest standards of patient care are maintained.
 - _____ _____ Assists in teaching externship and clerkship students about products and services associated with homecare.
- Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY REPSONSE/RECOVERY:

Essential: No
 Yes

In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:**Minimum Education:**

Bachelor's Degree

Combined experience/education as substitute for minimum education

Minimum Experience:

3 Years

Minimum Field of Expertise:

Graduate of accredited School of Nursing, current registered nurse licensure in State of California. Current BCLS and IV certification or able to acquire certification within first month of employment. Experience in home nutritional support, chemotherapy, pain management, antibiotic and other home IV therapies. Knowledge of homecare supportive supplies and billing procedures. Skilled in working with hospital discharge planners and nurses.

Preferred Field of Expertise:

Certification in INS or ASPEN. Participation and membership in professional societies.

Skills: Administrative:

Communicate with others to gather information

Compose letters

Conduct meetings

Coordinate meetings

Coordinate work of others

Establish filing systems

Gather data

Maintain filing systems

Prioritize different projects

Read handwritten text

Research information

Schedule appointments

Understand and apply policies and procedures

Skills: Other:

Analysis

Assessment/evaluation

Communication -- written and oral skills

Consulting

Counseling

Interviewing

Knowledge of applicable laws/policies/principles/etc.

Organization

Planning

Problem identification and resolution

Skills: Machine:

Computer Network (Department or School)

Computer Peripheral Equipment

Fax

Personal Computer

Photocopier

Supervises: Level:

May oversee student, temporary and/or casual workers.

Supervises: Nature of Work:

Technical

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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