

**PACE REGISTERED NURSE**

**GRADE:** 12 - Exempt      **REPORTS TO:** PACE Clinical Administrator

**POSITION REQUIREMENTS:**

1. Graduate of a school of professional nursing approved by the legally designated State accrediting agency at the time the program was completed.
2. License and current registration to practice as a registered nurse in Virginia.
3. Minimum of one year's experience working with a frail or elderly population.
4. Compliance with any federal or State requirements for direct patient care staff in their respective settings.
5. Valid driver's license.
6. Pass a criminal background check.
7. Medically cleared of communicable diseases and up-to-date with immunizations.

**SUMMARY:** Responsible for assessment of health needs and contributing to the plan of care, initial implementation of nursing care plans and providing nursing care, as well as periodic evaluation of participant nursing needs.

**DUTIES AND RESPONSIBILITIES:**

1. Perform and document initial nursing assessments for prospective enrollees.
2. Provide treatments, medication administration, diagnostic and preventive measures and other services within the scope of a professional registered nurse.
3. Participate as a member of the Interdisciplinary team to develop and revise the participant plan of care.
4. Provide routine and episodic nursing care according to the plan of care.
5. Manage medication system at the Center by administering and supervising medication administration.
6. Complete immunization screening and ensure vaccinations are up-to-date.
7. Teach participants and caregivers regarding self-help in recognition and solution of physical, emotional, and environmental health problems.
8. Conduct periodic and unscheduled assessments of each participant according to the plan of care developed by the interdisciplinary team.
9. Coordinate referrals to community-based physician offices.
10. Act as a coordinator of patient care with other health care providers.
11. Ensure timely, complete communication of referral services into the medical record.
12. Comply with Health Insurance Portability and Accountability Act (HIPAA) requirements and maintains strict confidentiality in all matters pertaining to Program for All-inclusive Care for the Elderly (PACE) participants and program operations.
13. Participate in on-call coverage to troubleshoot and coordinate the scheduling of participants' care.

14. Comply with Mandated Reporter requirements reporting any suspected abuse, neglect or exploitation to the appropriate authorities.
15. Assist with staff development and training.
16. Participates in the Quality Assessment Performance Improvement (QAPI) program.
17. Perform chart audits to ensure completeness and accuracy.
18. Collect and analyze data.
19. Utilize supplies and equipment economically.
20. Perform other duties as assigned by the Medical Director, PACE Clinical Administrator, or Family Nurse Practitioner.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Critical thinking skills to identify problems requiring further referral and/or follow-up.
2. Skill in the application of current nursing procedures and techniques of patient care.
3. Ability to plan and coordinate nursing care for individuals, families, and groups.
4. Ability to identify and understand the medical and social needs of the frail elderly.
5. Knowledge of health care delivery systems and regulations.
6. Skill in interviewing and assessment techniques.
7. Able to function well in a team environment.
8. Possess good organizational, communication (oral and written), and supervisory skills.
9. Ability to work effectively with socially, economically and educationally diverse population.
10. Able to effectively handle difficult and unusual interpersonal situations.

**REVIEWED AND ACCEPTED:**

I have reviewed and fully understand the job description presented above.

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Employee Signature / Date