

JOB DESCRIPTION

Job Title: Ryan White Case Management and Treatment Adherence RN	Salary Grade (HR):
Job Code:	FLSA Status (HR): Exempt
Department Name: Clinic	Approved By (HR): Teresa Mooney
Reports to (Title): Chief Operations Officer	Date Approved (HR):
Date Prepared: 05/01/2018	Prepared By: Ivy Spadone

JOB SUMMARY: Under the supervision of the Chief Operations Officer, this vital role evaluates and manages the care and education of Ryan White patients including day-to-day patient care, development of care assessments and educational in-services to best serve the needs of our patients. Part of the Case Management and Treatment Adherence RN's responsibility will include participation in organization wide Patient Centered Medical Home activities to enhance patient care.

ESSENTIAL FUNCTIONS:

Clinical Care | Medical Case Management | Collaboration with Care Team

Clinical Care

1. Nursing assessment management and treatment through standing orders of illnesses associated with HIV and other chronic diseases
2. Assist coworkers and providers as needed during clinic hours
3. Counsel clients regarding medications
4. Conduct medication refills, medication adherence counseling and support for patients
5. Educate patients in the outpatient clinic; respond to consultations made by physicians
6. Engages patients either at home or in the hospital, to ensure appropriate retention in care.

Medical Case Management

1. Perform phone and walk-in triage as necessary
2. Conduct nursing case management including assessment of client needs, coordinating delivery of services, evaluation of care plan, and coordination with other staff (i.e. social services, providers, behavioral health and pharmacist) and the medical community at large
3. Ensure optimal outcomes for highly complex HIV clients by coordinating medications, visits and psychiatry and behavioral health services as necessary.
4. Coordinate patient referrals and follow-up to other medical specialties
5. Timely documentation of client interactions into EMR

Collaboration with Care Team

1. Collaborate with care team as a crucial member to ensure optimal health outcomes for HIV positive individuals.
2. Participate in CQI activities as needed
3. Contribute to a healthy work environment by demonstrating the following: active participation in meetings and team building activities; direct and timely communication about needs and problems at all times and an open and receptive attitude towards proactive problem solving and constructive feedback approaches

REQUIREMENTS:

1. Registered Nurse certification in the State of Nevada
2. Knowledge of medical procedures, terminology, and equipment
3. Experience working with multi-diagnosed patients in a case management environment
4. Experience working with HIV infected persons and those with substance abuse problems or mental health issues
5. Ability to work autonomously as well as collaboratively with healthy boundaries
6. Ability to plan work, establish priorities, and remain flexible
7. Ability to maintain confidentiality
8. Ability to accept and incorporate feedback successfully

MARGINAL/ADDITIONAL FUNCTIONS:

1. Assist with other department functions as assigned

REPORTING STRUCTURE:

Supervision Received:	Reports to the Chief Operations Officer
Supervision Exercised:	None
Directly Reporting:	None
Indirectly Reporting:	None

CONTACTS:

Internal: HOPES staff, volunteers, and patients

External: Community resource agencies; External medical providers, Washoe County Health Department

Education or equivalency: Bachelor of Science in Nursing

Experience: Experience in knowledge and providing HIV care a plus; Bilingual a plus

EMPLOYEE ACKNOWLEDGEMENT

EMPLOYEE NAME (PLEASE PRINT) DATE

EMPLOYEE SIGNATURE DATE