



**NORTON SOUND  
HEALTH CORPORATION**

**POSITION DESCRIPTION**

**EMPLOYEE NAME:**

**POSITION TITLE: Pediatric Nurse Case Manager**  
**JOB CODE: LPN- RN**  
**GRADE: RN 8, LPN 7**  
**RELOCATION LEVEL:**  
**EXEMPT: Yes**  
**TRAVEL REQUIRED: Yes**

**PREPARED BY: Human Resources  
& Leslie Stephens**  
**APPROVED BY:**

**DATE: 02/06**  
**DATE: 02/06**

**DEPARTMENT: Outpatient Nursing**  
**DIVISION: Hospital Services**

**REPORTS TO: Outpatient Clinic Director**

**SUPERVISES: No Supervisory Responsibility**

**Purpose of Position:** To improve quality/continuity of care and increase desirable patient outcomes by providing assessments and case management services in accordance with NSHC's mission philosophy, policies, and procedures. Provides evaluation, assessment, reassessment, advocacy and coordination of services needed. The CM is the primary contact for patients and their families to ensure inter- and intra-facility communication. Able to travel in a small aircraft to the villages, will be necessary to fulfill the obligations of this position.

NOT APPLICABLE

MET STANDARD

DID NOT MEET STANDARD

**MAJOR RESPONSIBILITIES:**

Core Competencies:

- I. A. Nursing Process and Professionalism:
  - Utilizes the nursing process of assessment, diagnosis, planning, intervention, and evaluation when: assessing the patients condition and needs; setting outcomes; implementing appropriate nursing actions to meet the patient's/family's physical, emotional, spiritual, social, intellectual and safety needs; and evaluating patient's progress.
  - Represents NSHC in a professional manner while acting as an advocate for patients/families, physicians, and other staff members.
  - Maintains quality and efficiency standards as set by the immediate supervisor and makes recommendations for improvements.
  - Participates in activities that promote professional growth and self-development. Attends pertinent in-services, departmental and other meetings as requested by the immediate supervisor.
  - Adheres to all NSHC dress codes, personnel and safety policies.
  - Upholds NSHC's vision, mission and corporate values.
- B. Problem Solving/Critical Thinking:
  - Identifies work-related problems with possible solutions and implements solutions, when appropriate.
  - Maintains constant awareness of the legal aspects of nursing and demonstrates this in decisions regarding patient care within the Nurse scope of practice.
- C. Procedures, Therapies, and Treatments: Maintains an in-depth knowledge of nursing principals, practices, standards, and techniques and applies this knowledge in accordance with NSHC polices and procedures and in compliance with State and Federal laws/regulations.
  - Accepts pediatric referrals and completes all assessments after determining a need for case management follow-up.
  - Coordinates Plan of Care implemented with multidisciplinary team.
  - Maintains client "working files" in a secure area. Verifies accuracy of files.
  - Networks with providers and agencies and provides ongoing follow-up and case management services.
  - Monitors annual and 6 month assessments of all client service plans.

- Provides a quarterly report of case management statistics to OPC manager.
  - Maintains contact with clients to verify the amount, scope and duration of service identified on the plan of care at least once a month.
  - Adheres to all NSHC dress codes, personnel and safety policies.
  - Maintains contact with Village Health Aides to validate the current plan of care and to update the client's current condition and progress.
  - Provides problem-solving support for clients to maintain continued services.
- D. Assessments and Interventions: Demonstrates systems based assessments identifying patient problems and needs with appropriate interventions to achieve desirable outcomes.
- E. Care Management: Functions to assure nursing care is accomplished effectively and efficiently in a cost effective manner, discharge planning is carried, and the medical regime for each patient is implemented when properly prescribed by the physician. Delegates/assigns tasks/duties to other members of the department as appropriate.
- F. Documentation: Gathers data and accurately documents information in a timely manner demonstrating the utilization of the nursing process to promote positive patient outcomes.
- G. Facilitation of Care: Interview potential clients and families: facilitates referrals and maintains on-going contact with assigned cases.
- H. Safety:
- Maintains and demonstrates a thorough knowledge of departmental and corporate safety polices and procedures as they pertain to the job, including the fire and disaster plans.
  - Performs CPR according to policy.
  - Maintains a safe environment for patients, guests and staff.
- I. Promote health care outcomes in concert with currently accepted clinical practice guidelines.
- J. Collaborate proactively with all interdisciplinary team members and with a patient-focus to facilitate and maximize client healthcare outcomes. Coordinates multi-disciplinary patient care conferences for high risk or medically complex patients as needed.
- K. Case management services will be guided by ethical principals respecting the autonomy, dignity, privacy and rights of the individual.
- L. Advocate for the client/family at the service-delivery level and at the policy-making level fostering the client's/family's decision-making, independence, and growth and development.
- M. Integrate factors related to quality, safety, efficiency, and cost effectiveness in planning, delivering, monitoring and evaluating client care promoting the most effective and efficient use of human and financial resources.
- N. Practice will be based on valid research findings, specifically plans and interventions that result in high quality, cost-effective outcomes.
- O. Function as the liaison between ANMC or other hospital referrals and NSHC providers. Handles routine referrals in conjunction with NSHC medical providers, schedules diagnostic studies, clinic appointments and procedures, ensures travel/quarters are arranged. Coordinates with other service lines as needed.
- P. Utilize a tracking system for clients in the RPMS system to maintain an appropriate database of clients requiring follow-up (discharge, cancer, etc.) and assures appropriate follow-up of clients.
- Q. Develop, implement and coordinate the discharge plan for adult clients. Collaborates with other members of the health care team, the patient and family to develop and implement the discharge plans. Provides discharge teaching, arranges for travel, follow-up appointments, after care supplies and equipment for clients after discharge.

- II. A. Department/Area Specific: Outpatient Nursing/Adult
- a. Customer population specific
  - b. Demonstrates ability to work with and provide appropriate service and information to the clients, general public, outside agencies, departments, employees and management.
  - c. Provides care to the following age groups:  
 Embryo  birth  infant (0-2yrs)  child  pre-adolescent  
 Adolescent  adult  geriatric  maternal/neonate

B. Demonstrates ability to manage and coordinate care for pediatric populations according to policy and procedure. Uses the nursing process to assess, plan, implement and evaluate the care to these patients.

C. Supervisory Responsibilities:

- No Supervisory responsibilities.

**QUALIFICATIONS:**

Case management requires a professional credential, education, and experience

Education: Graduation from an accredited school of nursing. Baccalaureate degree or higher level of educational program in health and human services is preferred. Will accept a credentialed LPN with case management experience.

Registration/Certification: BLS certification is required. ACLS, PALS and NRP certification is preferred.

Experience: Six years nursing experience is required, preferably in pediatrics, certification in case management preferred.

Licensure: Must be licensed as an RN or LPN by the State of Alaska.

**Knowledge, Skills and Abilities:**

Skills: This position requires good organizational skills with attention to detail. Must be able to communicate effectively (oral and written). Possess ability to follow detailed written and oral instruction. Demonstrate professionalism, consideration and confidentiality towards others in stressful situations.

Physical Requirements: Must be in good general health. Must be physically able to talk, hear, type, file, write, bend, stoop, reach and frequently lift 50 pounds or more. Continuous amount of walking and/or standing is required.

Personal Traits: Must be courteous, accountable, and responsible for self and actions; dependable, honest, cooperative, adaptable, versatile, mature, good listener, objective and able to remain calm under stress. Must have ability to adapt emotional responses to the needs of people of varying temperament and disability.

Working Conditions: Well-lighted and ventilated work area. Occasional travel in small aircraft may be required.

Work Hours: Normal work hours are Monday through Friday, 8am to 5pm. Occasional overtime may be required.

