



## **Job Description**

<b><u>POSITION TITLE:</u></b>	Nurse Practitioner Continence Specialist
<b><u>STATUS:</u></b>	Salaried
<b><u>LOCATION:</u></b>	Field
<b><u>REPORTS TO:</u></b>	Senior Vice President, Clinical Management

### **POSITION SUMMARY:**

The Nurse Practitioner will provide continence services within a long term care or assisted living facility. The nurse practitioner is responsible for developing the business within each facility, for the clinical service and for the administrative tasks to record the work.

### **RESPONSIBILITIES INCLUDE:**

#### **Develops business within territory**

1. Works with facility administration to identify and service any new patients at each facility at each visit
2. Maintains communication with facility administration on scheduling visits
3. Creates patient schedule prior to visit

#### **Performs assessment of the resident.**

1. Elicits, records and interprets the past medical history, family and social history as it applies to the resident.
2. Performs and records the initial assessment of the resident, differentiating between normal and abnormal findings with a specialized focus on the abdominal and genitourinary exam. Continually performs assessment of resident with each follow-up visit as needed.
3. Orders and performs necessary diagnostic tests, procedures and therapeutic interventions as identified in the plan of care. These procedures are to be according to established protocols in which the NP is trained and approved to implement.
4. Collects, interprets and records pertinent laboratory and radiographic data.

#### **Plans, implements, and evaluates the management of the continence care resident.**

1. Develops a problem list, impression and plan of care for each resident based upon the data obtained from the history, exam and tests/procedures performed.
2. Reviews nursing notes, physician progress notes, notes of other consultative providers and other data pertinent to the care of the resident.
3. Revises the impressions and plan of care based upon subsequent physical exams, laboratory, radiographic findings and overall medical course.

4. Records patient data in the medical record or approved database reflecting any changes in the resident's condition. The data should include, but not be limited to, physical exam, laboratory and radiographic data, diagnostic impressions and evaluation of implemented plan of care.
5. Communicates information regarding the resident's condition to nursing staff, attending physician, patient and family. Information can include diagnosis, plan of care and prognosis.
6. Collaborates with other health care team members regarding the provision of care to the resident.
7. Recognizes medical problems and complications that require further physician evaluation and treatment, and refers appropriately to the attending physician and/or specialist.

**Assists Director of Nursing (DON) or appointed nursing home liaison with education and program training to nursing home staff.**

1. Assists in identifying educational and clinical training needs of department staff.
2. Assists in developing educational and training programs to meet identified department needs.
3. Demonstrates and identifies his/her position as an advanced practice nurse in geriatric/long term care to other members of the healthcare team and public.
4. Provide leadership, consultation and education to nursing personnel and other health care providers regarding continence care.

**Performs and assumes responsibility for administrative functions pertinent to the NP's individual practice.**

1. Obtains correct demographic and insurance information in a timely manner, abiding by company policies and protocols.
2. Obtains QI reports from each facility on a monthly basis and sends to corporate office.
3. Is able to have a home based office with storage of supplies for the continence practice.
4. Serves as supervisor for the Clinical Administrative Assistant (CAA) if assigned.
5. Follows all Silvercare Solutions operations protocols.
6. Responsible for company credit card assigned and completes expense reports on a timely basis.
7. Use Silvercare documentation forms or EMR as instructed without modification or variation in practice.

**Assumes responsibility for own professional growth through continuing education and awareness of state laws and regulations**

1. Silvercare Solutions will pay expenses for one continuing education conference relating to urologic care.
2. Other continuing education seminars are to be approved through the NP's immediate supervisor/clinical director.
3. The NP is to be responsible to obtain all necessary CEU's in order to keep licensure and certification current according to his or her state regulations and the regulations of the appropriate credentialing body. State certification and credentialing must be maintained. The NP is responsible for ensuring that licenses and credentials are up to date.

4. Membership in the Society for Urologic Nurses (SUNA) is required and may be expensed through Silvercare.
5. All NPs must be aware of their respective state rules and regulations which govern their practice and is to ensure that he or she is in compliance with all state requirements regarding the oversight/supervision of his or her practice.

**EXPERIENCE AND QUALIFICATIONS:**

1. Graduate degree in nursing. Current registered nursing license in state position is located. Appropriate registrations/approvals to practice as APN in appropriate state.
2. Prior NP experience is desired but not required. Previous urology experience is also desirable.
3. Demonstrates professionalism and is self-directed and highly organized
4. Excellent verbal communication and relationship-building skills.
5. Displays sound judgment
6. Demonstrates time management skills (i.e., prioritization, timely follow-up, with other responsibilities and meets deadlines).
7. Basic Computer skills are a necessity.
8. Valid driver license is required.
9. Reliable transportation and car insurance (enforce) is necessary.
10. Ability to travel up to one hour from home for work or training assignments. Occasional out-of-state travel is required for company meetings, continuing education opportunities and/or training.
11. Must be punctual for the first nursing home appointment of the morning, and any nursing home appointment thereafter.
12. Positive attitude (solution oriented and ability to deal with ambiguity).
13. Ability to deliver and receive feedback

**PHYSICAL DEMANDS:**

The physical demands for this position require standing, bending, and lifting up to 40 pounds.

**WORK ENVIRONMENT:**

The work environment is typical for a remote provider of health care services to long-term care facilities.

**CRITERIA FOR PERFORMANCE EVALUATION:**

Performance evaluation will be based on the Nurse Practitioner's ability in meeting the criteria outlined herein; contributing to meeting the goals and accomplishments of the company.

**JOB DESCRIPTION STATUS:**

The duties and responsibilities listed in this job description are illustrative ones anticipated for this position. Other duties and responsibilities may be assigned as required. Silver Care Solutions reserves the right to amend or change this job description to meet the needs of its programs. This job description and any attachments do not constitute or represent a contract.

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Colleague Name

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Colleague Signature

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Date

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Supervisor Signature

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Date