



**MORROW COUNTY
HEALTH DISTRICT**
Excellence in Healthcare

Employment at Morrow County Health District

Morrow County Health District believes that each employee makes a significant contribution to those we serve and the District as a whole. Every day our patients, families, other healthcare providers, visitors and coworkers are always deserving of exceptional, friendly service and the highest level of quality care possible. This is made possible by all employees agreeing to adhere to the District's Promise of Excellence and upholding our True North Statement of "Welcoming our patients and providing exceptional care."

Your contribution to the District and those we care for is not limited by the responsibilities set forth in this position description. This description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary.

Title: Nurse Manager/Discharge Planner

Dept: Nursing

Exempt/Non-Exempt: Exempt

Reports to: Chief Nursing Officer

Pay Equity Group: _____

Effective Date: 12/14/2022

General Position Summary:

The Nurse Manager/Discharge Planner develops, coordinates, implements and evaluates an appropriate discharge plan patients in the hospital setting. The Nurse Manager/Discharge Planner collaborates with the patient, family, and members of the multidisciplinary healthcare team to ensure a safe and effective continuum of care beyond the patient's hospital visit. The Nurse Manager/Discharge Planner promotes safe and timely discharges with a focus on patient satisfaction. He/she assists patients and their families by thoroughly answering all questions regarding the patient's visit as well as those involving future healthcare services. The Nurse Manager/Discharge planner will oversee utilization management maintaining effective and efficient processes for determining the appropriate admission status based on the regulatory and reimbursement requirements of various commercial and government payers. This position will report to the Chief Nursing Officer and will be responsible for organizing,

supervising, monitoring, and evaluating the department functions and activities for the hospital nursing staff. This position will supervise and oversee the hospital nursing staff.

Essential Functions:

1. Responsible for coordinating, implementing and evaluating an appropriate discharge plan for patients in the hospital setting.
2. Oversee the process of patient follow-up phone calls on discharged and ER patients.
3. Collaborate with other departments and agencies regarding resources and services for improved patient care and staff development.
4. Coordinating admissions and transfers of swing bed patients to and from other facilities.
5. Serve as the swing bed coordinator.
6. Serve as the EMR super user for the hospital clinical departments. Including new staff and provider orientation to the system and staff trainings regarding the use of the EMR.
7. Lead the utilization review committee to make sure health care services are being used appropriately.
8. Organizing, directing and administering nursing services and personnel at Pioneer Memorial Hospital.
9. Organize, lead and record minutes for monthly PMH Nursing Staff meetings.
10. Oversee and update nursing policies and procedures.
11. Develop and maintain PMH nursing staff competencies and record keeping.
12. Ensure that all staff maintain strict patient confidentiality and follow all HIPAA regulations.
13. Serve on the nurse staffing committee as a manager representative and assist with the implementation of the nurse staffing law.
14. Assist the CNO with survey readiness.
15. Work directly with the Quality Director, maintaining reporting needs and implementation of process improvements.
16. Participates in all trainings, education and meetings as requested.
17. Follow all HIPAA rules and regulations.

Secondary Functions:

1. Assists with direct patient care in times of need for additional staffing.
2. Assist with any staffing needs and shift coverage.
3. Assist with break and lunch coverage for nursing staff per the nurse staffing law.
4. Represents the nursing department on assigned committees.
5. Encourages and supports improvements that can make meaningful contributions to the quality and economy of nursing services.
6. Serve as the Trauma Registrar and represent the nursing department on the Trauma Committee.
7. Must be available to participate in 20 hours of continuing education in Management Skills each year.
8. Other duties as deemed appropriate by CNO or administration.

Job Scope:

Supervisory Responsibility: The Nurse Manager/Discharge Planner will supervise all hospital nursing staff (approximately 16 full-time and 16 part-time RNs, LPN and aides)

Interpersonal Contacts:

Must have excellent interpersonal communication skills to accomplish a variety of work with various groups of people, including the staff the manager oversees, physicians, patients and family members, personnel from other hospitals, clinics, healthcare organizations and facilities, the District's Board of Directors, other members of the Executive Team and District employees, external business and organizational partners, as well as the general public. A demonstrated understanding and appreciation for diverse cultures is required. Must be able to interact with others in a thoughtful, positive and professional manner.

Specific Job Ability:

Must have excellent nursing skills to oversee hospital nursing staff, as well as staffing needs and patient acuity. Must have an understanding of the business of healthcare, delivery of services, discharge planning and utilization review. Must have supervisory and leadership skills. Will utilize critical thinking and decision making skills on a regular basis. Must have excellent computer skills for email, accessing electronic medical record information, data gathering, compiling reports, troubleshooting and other duties. Must have a positive attitude and support the districts goals.

Specific Job Effort:

- Be able to sit, stand, and bend throughout the day.
- Be able to push, pull and lift over 10 pounds, occasionally over 50 lbs., possibly assist with lifting and moving patients.
- Responsible for meeting various requirements, conducting various department-related meetings, submitting reports and retaining records as required.
- Must possess adequate vision, hearing and manual dexterity to perform job duties.
- Mental efforts of the position include juggling many duties and responsibilities at once, having to prioritize and reprioritize as needs change. May be stressful at times.

Education, Experience and Certification/Licensure:

1. Completion of a formal Registered Nursing education program with a minimum of an Associates of Applied Science degree in Nursing.
2. At least five years nursing experience in a hospital setting.
3. Supervisory experience of nursing staff.
4. Current Oregon State RN License.
5. Possess current BLS, ACLS, PALS and TNCC certifications.
6. Valid driver's license required.

7. Must be versed in district safety policies and procedures and follow them at all times.

Job Conditions:

- Subject to falls, hostile and emotionally upset patients, family members and staff throughout the work day.
- Subject to exposure to blood, body fluids, infectious substances, hazardous chemicals, toxins and noise.
- Occasional exposure to grease, oils and dust.
- Requires manual dexterity including manipulating tools, equipment and other items on a regular basis.
- Position will require some travel between various points within the District, and some out of town travel for supplies and trainings.

I have read the above position description. I will perform the position to the best of my ability. A copy of this position description will be placed in my personnel file.

Signature of Employee

Date