

Genevive - Job Description:

Anticoagulation Service-Registered Nurse

Job Title: Anticoagulation Service-Registered Nurse

Position Summary: The Anticoagulation Service-Registered Nurse will work collaboratively with Genevive physicians to provide and manage care to patients enrolled in the Genevive Anticoagulation Service. The RN will also work with other members of the Genevive team to provide continuous quality care to all patients enrolled in the Genevive Anticoagulation Service.

Supervision Received: Director of Nursing

Supervision Exercised: None

Hours per Pay Period: 60 hr

Full-Time Exempt
 Part-Time Non-Exempt

Education/Qualifications:

Required:

1. Current, unrestricted RN licensure in the state of Minnesota.
2. Strong clinical, judgment and organizational skills. Customer service is a must.
3. Certificate of completion of on-line Anticoagulation Therapy Management within 6 months from date of hire.
4. Excellent written and verbal communication skills.
5. Spelling, grammar and accuracy in the area of computer entry and documentation.
6. Self-motivated and flexible.
7. Ability to work under pressure, manage conflict and appropriately prioritize responsibilities.
8. Ability to problem solve and to present suggestions and solutions in a clear and concise manner.
9. Ability to communicate with patients, caregivers, and care facility staff to handle complaints and problems, to provide continuous and prompt care.

Experience:

Five years recent nursing experience. Prefer prior knowledge in anticoagulation management.

Knowledge/Skills/Abilities:

1. Anticoagulation Software (DoseResponse).
2. Knowledge of the basics of coagulation and thrombogenesis.
3. Initiate, discontinue, or adjust anti-thrombotic therapy in accordance with the plan of care, and under the direction/standing orders of physicians who refer patients to the Anticoagulation Service.
4. Knowledge of and understands the pharmacokinetic and pharmacodynamic properties of warfarin and other anticoagulants.
5. Knowledge of and understands management of drug-drug and drug-food interactions associated with anticoagulation therapy.

6. Knowledge of and understands the disease processes, as well as how activity, alcohol and state of health affecting anticoagulation.
7. Knowledge of and understands the current guidelines for managing anticoagulation, associated risks, and patient assessment.
8. Assess bleeding and clotting risk utilizing bleeding risk score tools to facilitate anticoagulation management plan during planned interruption of anticoagulation therapy.
9. Follow all aspects of the patient's anti-thrombotic therapy in collaboration with the referring provider. Document all interventions appropriately in the electronic record.
10. Ability to assess data regarding the patient's status and provide care as described in the department's policies and protocols.
11. Assess appropriate drug information and literature resources, and provide effective information to varied audiences including patients and other health care professionals, and peers.
12. Identify and engage in organizational and department quality improvement activities to improve patient care, medication use processes, and service operations.

Equipment Used:

1. Telephone
2. Computer
3. Printer/Fax machine

Specific Duties/ Responsibilities: (This list may not include all of the duties assigned)

1. Obtains intake data for new referral. Communicates with provider and/or health care facility/agency staff to obtain all necessary information.
2. Documents all gathered data into patient record established on DoseResponse website.
3. Initiates dosing of anticoagulant according to guidelines and established protocols.
4. Education of new patients. Effective patient teaching regarding anticoagulation therapy and maintaining recommended INR check schedule.
5. Assessment of patient ability to understand anticoagulation therapy and follow dosage instructions.
6. Assess patient needs and provide ongoing education regarding medical concerns, medical procedures, nutrition and maintenance of health and wellness.
7. Maintains current orders on all anticoagulation patients.
8. Provide pharmacy refills of prescribed anticoagulant according to Refill protocol.
9. Monitor patients who have missed or are overdue for an INR check.
10. Communicate any changes or concerns to patient's provider.
11. Provides Genevive staff with advice or guidance when consulted.
12. Maintains patient confidentiality in compliance with HIPAA regulations.

Physical/Mental Demands:

1. Requires sitting and standing associated with a normal office environment.
2. Performs highly complex and varied tasks requiring independent knowledge and its application to a variety of situations, as well as exercising independent judgment.
3. Requires the use of office equipment, including printers, computers, telephones, fax machines, pagers and mobile phones.

4. Work requires hand dexterity for office machine operation, stooping and bending to files and supplies, mobility to complete errands, or sitting for extended period of time.
5. Occasional stress in dealing with tense, angry and/or upset clients or patients, and/or multiple demands, during deadline periods.
6. Must be able to prioritize activities when faced with competing demands.
7. Vision must be correctable to 20/20 and hearing must be in a normal range for telephone contacts.

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)

Environmental/Working Conditions:

1. Normal office environment, to include willingness to office from home as needed.
2. Frequent contact with physicians, GNP's, health care facility staff, and other members of the Genevive team
3. Office, well-lighted, well-ventilated, adequate space.
4. May view computer screens for long periods of time.

(The work environment characteristics described here are representative of those employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)