

Position Title: **SASH Wellness Nurse**

Reports To: SASH Team Leaders

Location: As Assigned

I. Position Summary:

The Wellness Nurse is responsible for provision and/or oversight of wellness care and coaching for SASH participants in accordance with Vermont's Nurse Practice Act. S/he is responsible for overseeing the well-being of participants and in coordinating health services with other members of the SASH Team and other community providers. S/he supports a philosophy of aging in place consistent with the mission of SASH. The Wellness Nurse will also work with the SASH Team on developing individual participant Healthy Living Plans as well as Community Healthy Living Plans.

II. SASH Wellness Nurse Principal Responsibilities by Intervention Category

A. Transitional Care Interventions – The SASH Wellness Nurse performs the following duties related to the SASH transitional care interventions:

- Communicates closely with SASH team members to help facilitate safe and effective transitions for SASH participants between off-site care facilities and home;
- As determined by SASH team action planning, and as schedule allows, makes in-person visit with SASH participant shortly after return home. As appropriate, follows home visit intervention strategies of the evidence –based Care Transitions Intervention (Coleman et al). including medication management, coaching on importance of scheduling follow-up medical appointments, and education on identifying early warning signs of health complications;
- Updates progress notes section of the participant's Health and Wellness record so that all SASH team members have current information;
- Communicates to SASH Coordinator(s) the need for daily check-ins, further care coordination tasks required, delegate any other required duties to the SASH Coordinator or PCA as appropriate according to delegation policies. (Included in Tools and Resources Section).

B. Self-Management Education Interventions- The SASH Wellness Nurse plays an important role, in concert with the SASH Coordinator, in coaching, encouraging and promoting the importance of self-management of chronic health conditions with SASH Participants. When meeting with SASH participants for regular wellness visits (one-on-one or in group visits), the Wellness Nurse has the opportunity to educate participants on self-managing symptoms and problems, the importance of participation in activities that promote good health and decrease symptoms and regular and open communication with their Physician(s). The SASH Wellness Nurse performs the following duties related to the self-management education interventions provided through the SASH model:

- Offers regular wellness visits (one-on-one and group wellness programming) for participants and provides the following services as appropriate and needed for the participants:
 - Preventive wellness care interventions such as blood pressure checks, heart rate monitoring, weight monitoring, and foot care (if time allows);
 - Reviews participant's medications, updates medication record as necessary, communicates any discrepancies or concerns regarding medication regiment with participant and PCP office if deemed necessary;
 - Monitor participant's overall physical and mental status as needed and appropriate, maintains documentation through the SASH Participant Record and reports any changes to SASH team, family members and PCP as appropriate;
 - Provides information and education on health issues, stressing the importance of participation in preventative activities, evidence based practices and the active self-management of chronic conditions.
- On an as-needed basis, sets up medication tracking systems with participants and their family members/caregivers to increase medication compliance;
- On an as needed basis and in collaboration with family members/caregivers pours medications (on temporary basis) for participants as part of a self-management medication adherence strategy and delegates medication reminders to SASH Coordinator and/or PCA (where available) as needed and appropriate.

C. Coordinated Care Interventions- The SASH Wellness Nurse plays a central role in ensuring coordinated care and services are provided for SASH participants. Due to regular wellness visits with SASH participants the Wellness Nurse will have current and reliable information on participants' health status and self-management skills. The SASH Wellness Nurse performs the following duties related to SASH coordinated-care interventions::

- Conducts wellness assessments with SASH participants;
- Assists SASH team in identifying High, Moderate and Low Risk participants using the Participant Health Risk Criteria as a guide (included in Tools and Resources Module);
- Participates in regular SASH team meetings ensuring close interaction and coordination between care providers with no duplication of services;
- Provides input to SASH Coordinator on the development of individual Healthy Living Plan (HLP) drafts with particular attention to moderate and high risk SASH participants;
- As determined in SASH team meetings, takes lead when appropriate, on targeted HLP interventions agreed to by participant to meet their wellbeing goals;
- In collaboration with SASH Coordinator, monitors participant's progress in reaching their HLP goals and documents any changes to HLP agreed to by participant;

- On an as-needed basis delegates tasks following the Nurse Delegation Procedure (in Tools and Resources Module) to the SASH Coordinator and/or Personal Care Attendant (where available) to help ensure adequate supports are in place for SASH participants;
- In communities where a PCA is contracted for on-site services, the Wellness Nurse provides overall support to PCA in collaboration with SASH Coordinator and contracting agency.

III. Other General Duties:

- Works independently and as part of a team to carry out job duties.
- Communicates in a positive and respectful manner with participants, co-workers, visitors and family members.
- Communicates schedule with SASH Coordinator and Supervisor in planning leaves or vacations.
- May fill in for other Wellness Nurses as needed.

III. SASH & Cathedral Square Professional Standards of Conduct:

- Demonstrates a commitment to the mission and values of SASH and the Cathedral Square.
- Demonstrates respectful and effective communication with co-workers, participants, families and vendors.
- Protects the privacy and confidentiality of information related to participants, families, staff and general organizational operations.
- Follows HIPAA guidelines regarding maintaining client confidentiality.
- Conducts him/herself in a safe manner by adhering to all safety practices, rules and standards throughout the work day.
- Demonstrates a commitment to quality and proactively seeks to make improvements to systems and processes.
- Maintains a professional appearance that is appropriate for their position.
- Reports to work on time, completes time card accurately in Evoclock, provides advance notice for time off, and appropriately manages CTO time.
- Demonstrates a commitment to integrity in work habits and use of SASH resources.
- SASH's mission and operations require that an employee is prepared to perform duties as assigned that may be outside their principal responsibilities.

IV. Minimum Qualifications:

The Wellness Nurse must be currently licensed as a Registered Nurse or Licensed Practical Nurse in the State of Vermont. Must possess at least two years of experience in a clinical setting, committed to an aging in place philosophy. They must have demonstrated leadership skills and the ability to exercise sound judgment. They must have knowledge of standard record keeping procedures (i.e. progress notes, HIPAA guidelines). Must be able to work independently and part of a team, and possess strong organizational and time management skills and excellent verbal and written communication skills.

V. Working Conditions and Physical Demands:

- Work environment requires a participant centered approach to care.
- Employee will be exposed to body fluids, infection, odors, chemicals and cleaning solutions.
- Employee will be required to care for some residents who may have difficult behavioral challenges and/or demanding family members and/or guardians.

Note: Non-essential duties are noted with an asterisk (*).



Cathedral Square is a nonprofit, 501(c)3 organization and an equal-opportunity employer and housing provider. Since 1977, we have worked to create a better Vermont by providing affordable, service-enriched homes to older Vermonters and people with special needs. Our organization and our communities are welcoming and inclusive, embracing diversity in all its forms.



Employee Name (print) _____

Employee Signature _____

Date: _____