

Jurisdictional Class: Competitive  
EEO Category: Professionals  
Revised: 01/17/2020

## **OFFICE OF CONTINUING CARE PROGRAM NURSE**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for the periodic review of medical status of extended or long-term cases, according to statutory guidelines and criteria, as established by the New York State Departments of Health and Continuing Care, by utilization of patient review instruments and home health assessments. Although this employee evaluates the medical status of clients and screens prospective client's medical requirements by reviewing information to evaluate the necessity of continued stay in a facility or continuation of care, there is no direct nursing care provided. The position involves records review and client observation to make nursing assessments and reassessments. The work is performed under supervision of the Nurse Supervisor, with leeway allowed for exercise of independent professional judgement in carrying out details of the work. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Performs periodic screening of extended care clients and client records in accordance with State and Federal standards and established criteria, and refers cases which do not appear to require further care to supervisor for final determination;

Reviews clients medicare coverage;

Conducts nursing assessments and reassessments to determine if treatment meets established criteria;

Participates in discharge planning to design institutional and non-institutional care plans;

Records and evaluates medical information to develop client case histories;

Participates with other Social Work Staff in the development of the client's care plan;

Processes records relating to the admission and discharge of clients;

Maintains liaison with Certified Home Health Agencies and other agencies providing medical services to clients;

Monitors clients, in accordance with directions issued by supervisor, to assure that proper care is given to clients, in accordance with their care plans;

Observes symptoms and makes appropriate entries to client files for follow-up;

Counsels clients and support networks in the prevention of illness and the attainment of maximum health through diet, health habits and prescribed therapies;

Writes reports and completes necessary office work for assigned cases;

Participates with peers and supervisors in on-going assessment of the performance of the long-term care system, of case management activities and OCC effectiveness;

Prepares necessary forms and assembles pertinent records for review of each client's history and prognosis;

Monitors continued stay records to assure client review is in conformance with required review periods;

May maintain a discharge plan for each client for review by the unit, including ensuring such plans are prepared within required time, re-evaluated as required, and implemented as needed;

May develop and maintain liaison with clinics, proprietary homes for the aged, therapy services and home health agencies for the implementation of client discharge.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles and practices of medical care facility operation and health care systems; good knowledge of medical terminology and medicare and medicaid regulations concerning home health care; ability to understand and interpret Federal and State regulations and policies regarding utilization review, patients review instruments and home health assessment; ability to follow technical, oral and written instructions; ability to prepare and to communicate detailed health care information effectively; ability to secure the cooperation of others.

**MINIMUM QUALIFICATIONS:** Possession of a current valid license, issued by the New York State Education Department, to practice as a Registered Professional Nurse, **AND** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in nursing, **AND** one (1) year of professional nursing experience; **OR**
- (B) Graduation from a regionally accredited or New York State registered three (3) year school of professional nursing, **AND** two (2) years of professional nursing experience; **OR**
- (C) Graduation from a regionally accredited or New York State registered two (2) year school of professional nursing, **AND** three (3) years of professional nursing experience.

**SPECIAL REQUIREMENT:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

**NOTE:** Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 03/26/1999  
Revised: 12/13/2001