

# County of Cook

Human Resources  
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**COOK COUNTY HEALTH  
& HOSPITALS SYSTEM**  
**CCHHS**

Entity: \_\_\_\_\_  
(In-Pt, Out-Pt, MC, SS)  
Job Code: 3990  
Salary: FF

## STANDARD JOB DESCRIPTION

### Job Title

Advanced Practice Nurse – Palliative  
Medicine

### Department

Department of Internal Medicine -  
Division of General Internal Medicine

### Job Summary

The Nurse Practitioner (NP) is an independent advanced practice nurse by license and training who will provide comprehensive care to patients with life-limiting or serious, life-threatening illness. The advanced practice nurse collaborates with the interdisciplinary team to provide quality palliative care for patients, their families and caregivers in the inpatient, outpatient and home settings.

Assesses, develops and implements a plan of care for the patients and initiates and completes advance directives when appropriate with patients and families. Provides education to patients, families and health care professionals about palliative care and hospice care. Works as a core member of the interdisciplinary palliative care team. Interacts with and assists the community providers, such as hospice programs. Develops and implements quality improvement programs, protocols and policies; actively participates in new areas of program development and participates in mission-oriented research.

### Typical Duties

- Provides independent care for patients with life-limiting or serious, life-threatening illness and other patients as delineated in the collaborative agreement.
- Interviews patients and families, when required, to obtain a comprehensive history.
- Performs comprehensive assessment of palliative care domains, including physical symptom burden, psychosocial, spiritual, cultural and legal and ethical concerns.
- Performs appropriate physical examination, and assessment of decisional capacity.
- Obtains information about patient's understanding of illness and expectations and goals of care, and preferences on information sharing.
- Coordinates and facilitates family conference.
- Provides patient and family information requested regarding illness, options of care, and prognosis.
- Orders, performs, interprets, and implements appropriate action for laboratory or other diagnostic tests.
- Performs clinical procedures as delegated.
- Prescribes medications, diet, supplies and other health aids as described in the

collaborative agreement.

- Obtains informed consent for all approved procedures performed.
- Provides patient/family education about areas related to palliative care domains and education and support to families of actively dying patients and prepares them for signs and symptoms of dying process.
- Documents all care provided in the medical records, including completion and documentation of advance directives.
- Collaborates with the interdisciplinary palliative care team to provide quality palliative care.
- Consults with a physician on questionable cases or as designated in the collaborative agreement.
- Requests appropriate referrals and consultations and assists in the communication across settings of care.
- Consults with physician or pharmacist regarding prescribing the medication regime.
- Participates in the interdisciplinary patient care conferences and other educational activities.
- Establishes and maintains effective communication for complex and difficult situations.
- Evaluates the effectiveness of patient care.
- Assists in the development of patient education material and community-focused educational activities related to palliative care.
- Promotes understanding of palliative care for nursing staff, students, residents and fellows and other health care professionals.
- Promotes lifelong learning and leadership.
- Participates in interdisciplinary staff development.
- Participates in academic programs.
- Maintains professional development within the advanced practice role.
- Serves as a preceptor to new staff and nurse practitioner students.
- Integrates evidence-based knowledge and research findings into practice and teaching.
- Participates in committees/task forces related to palliative care, end-of-life care and hospice care.
- Participates in quality improvement initiatives.
- Participates in or coordinates research projects in the field of palliative care.
- Contributes to the body of knowledge by active involvement in research activities.

### **Reporting Relationships**

The APN reports to the Director of Palliative Care Services for the Cook County Health and Hospitals System.

S/he follows the direction of the head of each clinical area or service in which s/he works and participates in the activities of those clinical teams.

### **Minimum Qualifications**

- Master's degree in Nursing from an accredited school of nursing
- Current State registered Nurse Licensure
- Current State Advanced Practice Nurse-Nurse Practitioner Licensure
- ~~Current eligibility to obtain prescribing authority including DEA~~
- Two (2) years of professional nursing experience working in medical-surgical patient care.

### **Preferred Qualifications**

- Two (2) years of clinical experience working in hospice, palliative, or geriatric care
- Experience in providing education to health care professionals on palliative care, hospice care and end of life topics.
- Certification as a Hospice and Palliative Nurse (CHPN) from the National Board for Certification of Hospice and Palliative Care (NBCHPN) or eligible for certification within one year of start date.
- Language skills in Spanish or Polish

### **Knowledge, Skills, Abilities and Other Characteristics**

#### **Skills**

- Analytical ability required
- Ability to interpret complex organizational systems
- Ability to work with patients and co-workers of diverse background.
- Communication skill to lead and teach
- Interact effectively with others in difficult situations
- Proficient typing skills
- Proficient with Windows and Microsoft Office Software (Word, Power Point and Excel)

#### **Competencies**

- Provides independent care for a selected population of patients as delineated in the collaboration agreement.
- Interviews patients to obtain a comprehensive health history.
- Performs physical, psychosocial, spiritual, cultural and advance care planning assessment.
- Orders, performs, interprets, and implements appropriate action for laboratory or other diagnostic test.
- Performs clinical procedures as delegated.
- Prescribes medications, including opioids, diet, supplies and other health aid as described in the collaborative agreement.
- Obtains informed consent for all approved procedures.
- Provides quality palliative care to patients with life-limiting or serious, life-threatening illness.
- Provides patient/family education on palliative care, hospice care and end-of-life concerns.
- Documents all care provided and/or procedures performed in the medical record.

### **Physical and Environmental Demands**

- Bends, lifts, pushes up to 35 pounds
- Walks and stands for prolonged periods
- Uses hands, legs, and fingers
- Demonstrates physical, mental and muscular coordination
- Sees normally (including with correction) and distinguishes color and shades of color
- Hears normally (including with correction)
- Tolerates exposure to unpleasant noise, odor and temperature


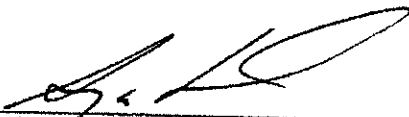
- Work hours are flexible, and may include evenings and/or weekends according to the needs of the service.
- Drives car to provide care across settings for patients served by Cook County Health and Hospitals System

Individuals in this position works at diverse sites of the CCHH System as determined by changing System needs. They are responsible for their own transportation between sites even during the work day, which typically requires use of their own cars.

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval:	 <hr/> Jennifer Smith Division Chair, General Internal Medicine	6-23-15 <hr/> Date
Approval:	 <hr/> Suja Mathew, Interim Department Chair, Medicine	7/1/15 <hr/> Date
Approval:	<hr/> Gladys Lopez Chief of Human Resources	<hr/> Date