JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Nurse Case Manager

Job Code: 0998

Salary Grade: C07

FLSA Status: Exempt

Job Family: Health Services

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

This level is only available to Licensed Registered Nurses. Under general supervision, mentors new or lower level case managers, facilitating their growth and development in the role and ensuring their success in case management. Performs independently and requires a broad understanding of principles and practices. Performs additional clinical tasks and responsibilities that may be performed or undertaken by an RN including, but not limited to, responsibility for assessment of critical need or high risk patients to ensure that the appropriate level of care is prescribed and provided, and participation in case management programs that require clinical assessments.

- Advises care givers, provides patient education and counseling, and makes referrals for other services. May also provide care and case management or interventions designed to promote health, prevent disease, and address barriers to access to healthcare.
- Collects in-depth information about a client's situation and functioning through client interview and other relevant sources to identify individual needs. Develops a comprehensive case management plan that will address identified needs. Monitors, and evaluates treatment plans and progress. Facilitates interdisciplinary approaches. Monitors staff performance.
- Develops and implements action-oriented and time specific case management plans by determining and documenting specific objectives, goals, and actions designed to meet the client's health and human service needs identified through the assessment process.
- Organizes, secures, integrates, modifies, and documents the resources necessary to accomplish the goals set forth in the case management plan.
- Gathers information and documentation from all relevant sources regarding the case management plan's activities and/or services to determine the plan's effectiveness in reaching desired outcomes and goals. Modifies or changes the case management plan, as needed.
- Measures and analyzes the interventions to determine the outcomes of case management involvement, e.g. clinical, financial, variance, quality/quality of life, client satisfaction
- Performs other duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Bachelor's Degree in Nursing.

Experience:

Required: 12 months of professional nursing experience.

Equivalent/ Substitution: Will accept an Associate¿s degree in Nursing and 24 months of professional nursing experience in lieu of the Bachelor¿s Degree for a total of 36 months professional nursing experience.

Required Certifications or Licenses:

State of Oklahoma Registered Nurse Certification.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge of federal and state laws particularly patient confidentiality.
- Knowledge of case management fundamentals and the technical/procedural aspects of case management.
- Knowledge of medical terminology

- Ability to resolve moderate to complex issues applying judgment, critical thinking and problem solving skills to determine a proper course of action.
- Must have a high level of organizational skills in order to prioritize, organize, and complete projects or documents in a timely manner.
- Ability to keep accurate, detailed records.
- Ability to handle stressful situations and different situations and circumstances.
- Ability to set priorities and manage obstacles while maintaining focus on goals.
- Ability to build and maintain professional relationships with clients, colleagues, and other agencies while following ethical standards of practice.
- Must be self-motivated to achieve results, be flexible when changes are necessary, and respond to feedback in a positive manner.
- Ability to analyze information and evaluate results to determine the proper course of action while following established standards.
- Ability to develop and maintain cooperative working relationships.

Working Conditions

Physical: Sitting for long periods of time. Speaking and listening.

Environmental: Office Environment.

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