

Job Summary:

A Licensed Practical Nurse performs skilled nursing procedures, according to the Nurse Practice Act, and under the supervision of a Registered Nurse, with clients/patients residing in their place of residence.

Qualifications:

Graduate of an approved school of Licensed Practical Nursing.

Licensed as a Licensed Practical Nurse in Florida.

Ability to provide skilled and compassionate nursing care to patients and families in their home or community under the supervision of a Registered Nurse.

Minimum of one (1) year of experience in general nursing practice preferred.

Excellent communication skills required.

Ability to work well with others, function well under pressure, and function independently.

Complies with the Nurse Practice Act.

Reports to: Director of Client/Patient Services/Supervisory Nurse

Job Duties and Responsibilities: (Include, but are not limited to the following):

1. Provides services in accordance with organizational policies and procedures and regulations that define scope of practice.
2. Prepares clinical and progress notes on the relevant and specialized nursing services he/she provides.
3. Assists the RN and/or physician in performing specialized duties related to end-of life care.
4. Assists the RN in carrying out the plan of care.
5. Prepares equipment and materials for treatment adhering to aseptic technique as required.
6. Assists the client/patient in learning appropriate self-care techniques.
7. Assesses client/patient/family response to care.

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8. Ensures communication of information to appropriate team members.
9. Submits documentation per agency policy.
10. Participates in Clinical Record Reviews.
11. Participates in in-service programs and staff meetings.
12. Evaluates own needs for support and using identified system(s) to meet the need.
13. Complies with Compliance Plan.
14. Complies with Infection Control Policies.
15. Complies with HIPAA Policies.
16. Complies with all state and local regulations, the Nurse Practice Act.
17. Complies with ACHC accreditation standards.
18. Other LPN nursing duties as assigned by Supervisor.

Working Environment:

Field experience may expose employee to temperature extremes, physical injury by patient, family, animal or other in the community, unsafe environment or exposure to infectious diseases and offensive odors.

- a. Equipment and Supplies: Prudent and efficient use of routine office supplies and equipment. Prudent and efficient use of routine medical supplies, nursing bag contents, sphygmomanometer and stethoscope, instrument packs. All the preceding items should be protected from theft and weather at all times.
- b. Knowledge and Competency: Must demonstrate basic knowledge of all procedures included in the LPN/LVN job description. Must have the ability to follow instructions from the physician, nursing supervisor and other professional staff. Ability to communicate effectively with managers, patients, families and co-workers. Must have effective means of transportation, which will enable employee to make visits to patients' homes if needed. Must be able to assess safety of home situations for self, patients, and other staff members, including physical and psychological dangers. Must have the ability to effectively cope with patients, families and all others with varying backgrounds, socioeconomic conditions, and value judgments. Skills include the ability to use cognizant approach to problem solving in delivering patient care with considerations being given to the patient's past experience, finances and other resources. Skills are needed to assess both physical and psychological needs of patients and institute the appropriate nursing intervention. Must possess ingenuity to handle medical and situational emergencies.

Maintains confidentiality of information relating to the patient and family. Will discuss only those aspects necessary to the care and treatment of patient and family with those directly involved in the patient's care.

- c. Physical Demands: Must be able to complete all physical demands of the job, which may include, but not be limited to: the ability to lift and transfer patients, carry supplies, and read normal typewritten print. Have corrected vision and hearing within normal range and have manual dexterity with normal range of motion of all extremities. May be requested to work weekends, holidays, and occasional overtime. Must be able to work alone without usual support systems immediately available in acute care settings. Must have the ability to deal with abrupt schedule changes and to maintain objectivity in coping with the stress of working with acute, chronic and terminally ill patients.

- d. Work Ethic: Complies with the agency dress code, projects a professional attitude toward self, patients, and other staff members, and follows department public relation policies regarding outside speaking and professional affiliations, clearing all such requests through the agency.