

## **Northwest Colorado Health**

### **Licensed Practical Nurse**

#### **General Statement of Duties:**

Provides basic nursing care under the supervision of, and clinical support to, home services nurses, providers, etc. May have additional cross-over clerical duties.

#### **Supervision Received:**

Works under the general supervision of the Clinical Manager of Home Services.

#### **Supervision Exercised:**

None.

#### **Essential Functions:**

- I. Provides consistently high quality of care to patients.
  - Maintains and enhances nursing skills needed to provide adequate care; attends classes within the Agency or externally as needed to update skills; learns new procedures appropriate to home care.
  - Acts as case manager to coordinate other services; calls other caregivers assigned to client upon admission, discharge, changes in condition and/or plan of care warrants; communicates by phone or in writing with physician as condition warrants; meets with supervisor as required to evaluate other needs.
  - Informs family and physician verbally and in writing as needed regarding plan of care, progress, or changes.
  - Maintains a professional demeanor and customer service orientation to clients, peers, physicians, etc. as evidenced by feedback from nurses and customers.
  - Assures quality of care by providing nursing services within defined scope of practice; performing nursing interventions such as taking vital signs, applying aseptic techniques including sterile dressing; ensuring infection control; monitoring nutritional intake and conducting specimen collection; administer medication and treatment as prescribed by a provider and observe and document therapeutic effects.
  - Assesses patient problems in person and over the phone; knows what questions to ask to help identify patient problems; utilize clinical judgement; knowledge and experience to direct conversation with the patient and guide next steps; develops and appropriately documents assessment of patients problem; exercise skill and care in giving advice ensuring responses align with appropriate standard of care; documents advice, patient response and obtains provider signature.
  - Promotes patients independence by enforcing patient care goals as defined by a provider; teaching and counseling patients and their families or caregivers and reinforcing their understanding of disease, medications,

- and self-care skills.
  - Provide safety and health education to individuals and their families; assess patients to identify appropriate nursing intervention.
2. Turns in accurate and timely documentation of care to appropriate Agency personnel.
    - Communicates with other caregivers regarding case(s), documents inter-disciplinary communication entering it into the patient's medical record.
    - Charts accurately, thoroughly and legibly, and meets regulatory agency and/or pay source requirements to include goals, interventions, outcomes, frequency/duration of care, and other required information regarding patient care.
    - Plans ahead for recertification or discharge as notified by appropriate Agency personnel, submitting necessary information three to four weeks in advance of recertification date.
  3. Effectively manages a caseload.
    - Cases are generally assigned to optimize client and staffing needs.
    - Caregiver regularly communicates with supervisor, via telephone or in person regarding caseload status.
    - Attends meetings such as team meetings, ad hoc informational meetings regarding safety, policy updates, utilization review, education, etc.
    - Assures continuity of care by seeing patients regularly and following Agency protocols for transferring visits to other caregivers in the event of vacation, time off, etc.

**Education:**

High School diploma/GED, graduate of an accredited Licensed Practical Nursing Program; state Licensed Practical Nurse license; Basic Life Support (BLS) certification required.

**Experience:**

1-2 years of experience, prior home health experience extremely helpful.

**Requirements:**

1. Active Colorado LPN license.
2. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.
3. Current CPR certification according to agency policy.

**Skills:**

1. Psychomotor skills to provide nursing care, including daily and repetitive pinching, grasping, and manipulating (i.e. wound care, flushing I.V. lines).
2. Daily standing, squatting, walking, bending, and maneuvering in private homes which are not barrier-free.
3. Heavy lifting (>50 pounds) to transfer or turn an adult, with or without assistive devices; and lifting requirement of 25 pounds (to pick up nursing bag from floor

- and place shoulder strap on shoulder), approximately twice per patient.
4. Insert peripheral vascular devices and perform peripheral venous blood draw.

**Knowledge:**

1. Thorough knowledge of nursing theory and practice.
2. Knowledge of evaluation techniques utilized in the establishment of a specialized regimen of nursing care.

**Abilities:**

1. Can read and interpret physicians' orders and notes from other caregivers, as well as respond to them, verbally and in writing.
2. Has ability to calculate drug dosages, mix insulin, measure intake/output, program I.V. pump, etc.

**Equipment:**

1. Equipment to be utilized for home visits may include wheelchairs, ventilators, pulse oximetry units, oxygen tanks, etc. Per-patient use of oral thermometer, sphygmomanometer, syringes, etc. and making home visits in all weather conditions.
2. IV pumps, IV tubing, blood draw supplies.

**Working Conditions:**

1. Work environment in home visits is highly variable, as care is performed in private homes. Lighting, acoustics, air quality, temperature, and environmental hazards are not predictable.
2. Works occasional weekends and/or holidays as determined by agency need.

*This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.*

I, \_\_\_\_\_ acknowledge that on this date, I have received the following job description for my present position.

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_