Northwest Colorado Health

Licensed Practical Nurse-Home Health

General Statement of Duties: Performs direct patient care under the direction of a registered nurse.

Supervision Received: Works under the general supervision of an RN.

Supervision Exercised: Assists with the guidance of Home Health Aides.

Essential Functions:
1. Provides consistently high quality of care to patients
   - Maintains and enhances nursing skills needed to provide adequate care
   - Handles medical emergencies calmly and quickly
   - Relates to family, physician, and RN as needed regarding plan of care
   - Maintains a professional demeanor and customer service orientation to clients, peers, physicians, etc. as evidenced by feedback from nurses and customers
2. Procedures which may be required of the LPN include but are not limited to any combination of the following:
   - Insertion of peripheral vascular devices
   - Bladder irrigation and training
   - Blood draw; venous/peripheral on adults and certification by the Colorado Board of Nursing
   - Bowel training; rectal tube care and maintenance
   - Catheter insertion for males and females, including patients with frozen hips or other disabilities; catheter care and maintenance; external catheters; suprapubic reinsertion; suprapubic care and maintenance; teaching self-catheterization technique
   - Expected death and unexpected death care in the home; including CPR and Death in the Home procedures
   - Decubitus care and prevention
   - Diabetic care, teaching, injections, monitoring; use of glucose meters
   - Vaginal douche
   - Dressing changes; sterile, non-sterile, occlusive, wet-to dry, transparent, unna boot
   - Enema
   - Insertion, care and maintenance of gastric tubes which do not go beyond the gastric sphincter; J tube care, maintenance; NG insertion (adults only), care, maintenance; gastric suctioning; enteral pumps
   - Isolation; universal precautions
   - Range of motion exercises
   - Fistula care
   - Staple and suture removal
   - Terminal care counseling, communication
   - IM, SQ injections of medications without high incidence of anaphylaxis
   - Management of psycho-social issues
• Ostomy care: colostomy care, irrigation; ileostomy care; nephrostomy care; ureterostomy care; urostomy care
• Respiratory care: postural drainage; CPT; humidifier treatment and care of equipment; mouth/nasopharyngeal suctioning; O2 therapy and setup; tracheostomy care; changing inner cannula; trach suctioning; nebulizer treatments
• Transfers: standing; pivot; hoyer; partial weight-bearing; full weight-bearing; non weight-bearing
• Vital signs, taking and recording; evaluating results
• Patient care is provided in private homes, often without the advantage of hospital beds or other conveniences. Kneeling, sitting, squatting, climbing (i.e. onto or over a bed), reaching, and bending in order to get to the patient is necessary.
• Teaches patient or family to optimum level of functioning, appropriate to their degree of comprehension and skill
• Tasks delegated by a Registered Nurse under the Delegatory Act and meeting Agency requirements
• Care, maintenance of central lines and use of IV pumps and IV certification
• Assumes responsibilities and duties of primary caregiver with supervision and direction from nurse manager, according to agency policy

3. Provides to Agency accurate and timely documentation of care
• Submits documentation no later than seven days after each visit
• Communicates with other caregivers regarding case(s), documents, inter-disciplinary communication entering into the patient’s medical record.
• Charts accurately, thoroughly and legibly, either hand-written or typed, 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
• Communicates problems, concerns and changes of patient/family status to supervising RN in a timely manner

4. Effectively manages a caseload.
• Caregiver regularly communicates with manager regarding caseload status

**Education:** Graduation from a school of Practical Nursing, approved by the National Association for Practical Nurse Education or accredited by the Colorado Board of Licensed Practical Nurse Examiners. Certification issued from the Colorado State Board of Nursing to administer IV therapy.

**Experience:** Twelve months nursing experience as an LPN and six months nursing experience in the last three years; or an acceptable refresher course.

**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
4. Current immunization history, after job offer and before starting job
5. Colorado State IV Therapy Certification.
Skills:
1. Psychomotor skills to provide nursing care, including daily and repetitive pinching, grasping, and manipulating (i.e. wound care, IV skills).
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 devises; and lifting requirement of 25 pounds (to pick up nursing bag from floor and place shoulder strap on shoulder), approximately twice per patient.

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.

Equipment:
1. Equipment to be utilized may include wheelchairs, ventilators, pulse oximetry units, oxygen tanks, etc. Daily, 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 is highly variable, as care is performed in offices, clinics, non-medical facilities and private homes. Lighting, acoustics, air quality, temperature, and environmental hazards are not predictable.
2. Works occasional weekends and holidays according to agency need.
3. This position has been classified as Patient-Facing, a position in which the incumbent could reasonably be expected to routinely interact with patients and/or patient family members. Employees in Patient-Facing positions are exposed to healthcare conditions that may require additional training, immunizations, and use of Personal Protective Equipment (PPE).

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: ______________________