

## JOB DESCRIPTION

**TITLE OF POSITION: LICENSED PRACTICAL/VOCATIONAL NURSE**

**TITLE OF IMMEDIATE SUPERVISOR: Director of Nursing**

**RISK OF EXPOSURE TO BLOODBORNE PATHOGENS – HIGH**

### DUTIES OF POSITION

1. Provides skilled nursing care under the direct supervision of the Registered Nurse
2. Performs selected skilled actions in the provision of curative, rehabilitative, palliative or preventative nursing care
3. Is responsible and accountable for making decisions that are based on the individual's nursing experience and educational preparation

### POSITION RESPONSIBILITIES

1. Assists the Registered Nurse in carrying out the plan of care
2. Assists the Registered Nurse in performing specialized procedures as directed by the Registered Nurse under physician's orders
3. Assists with the preparation, implementation and continuing evaluation of the client care plan
4. Recognizes and understands the effects of social and economic problems upon clients and provides for the emotional and physical comfort and safety of clients
5. Helps teach the patient the appropriate self-care techniques
6. Fosters cooperative effort among personnel by understanding the functions of other persons involved in client care and by active participation in team and staff conferences
7. Assumes responsibility for personal and vocational growth and development through active participation in nursing organizations and participating in in-service programs and other on the job learning
8. Prepares clinical and progress notes (not to include admission)
9. Observes, records, and reports to the appropriate person patient symptoms, reactions and changes including:
  - a. The general physical and mental condition of clients and signs and symptoms which may be indicative of untoward changes
  - b. Stresses in human relationships between the clients and staff personnel and between clients and their families and visitors
10. Observes, records and reports to the appropriate person the general physical and mental condition of clients and signs and symptoms which may be indicative of changes in condition
11. Assists with the rehabilitation of clients according to the medical care plan by encouraging the interests and special aptitudes of the client and encouraging clients to help themselves using their own capabilities
12. Further assists in rehabilitation by reporting any abnormality in the client's range of motion, body mechanics or body alignment.
13. Actively participates in nursing organizations and promotes and participates in in-service programs

**TREATMENTS AND PROCEDURES**

The Licensed Practical/Vocational Nurse with the education and proven clinical competence may perform certain treatments/procedures provided the Home Health Agency's policies and the State's Regulatory Acts allow their performance. Only advance LPNs/LVNs with documented skill in performing these functions may:

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| 1. Administer medications                                  | 5. Hang I.V.s premixed with medications  |
| 2. Hang hydrating fluid without medications                | 6. Start peripheral I.V.s  |
| 3. Flush peripheral lines with saline or heparin solutions | 7. Inspect insertion sites, change dressings, and remove peripheral I.V. needles/catheters |
| 4. Calculate and adjust flow rates                         | 8. Check blood with a Registered Nurse   |

**JOB CONDITIONS**

1. The ability to communicate well, both verbally and in writing is required.
2. The ability to access clients' homes which may not be routinely wheelchair accessible is required.
3. Hearing, eyesight and physical dexterity must be sufficient to perform a physical assessment of the client's condition and to perform client care.
4. Physical activities will include, walking, sitting, stooping, and standing and minimal to maximum lifting of clients and the turning of clients.

**EQUIPMENT OPERATION**

Utilization of calculator, multi-line telephone, copy machine, basic medical equipment

**COMPANY INFORMATION**

Has access to all client medical records, personnel records and client financial accounts which may be discussed with the Executive Director, Director of Reimbursement, Employee Relations and Quality Assurance department staff

**QUALIFICATIONS**

1. Graduation from an accredited School of Practical Nursing
2. Must be licensed in the State as a Licensed Practical Nurse
3. One or more years in home health agency or in a hospital setting. Home health experience preferred

**ACKNOWLEDGMENT**

Employee Signature

Date