



## PEACHTREE HILLS PLACE.

### **Job Description**

**JOB TITLE:** Licensed Practical Nurse

**SUPERVISOR:** RN Case Manager

#### **GENERAL SUMMARY:**

The Licensed Practical Nurse (LPN) provides services in accordance with agency policies. Prepares clinical and progress notes, assists the physician and the registered nurse, prepares equipment and materials for treatment and assists the client in learning appropriate self-care techniques. The LPN provides nursing care to assigned clients under the direction of the Case Manager. Performs nursing care as defined within the Nurse Practice Act and stated agency policy and procedures.

#### **ESSENTIAL DUTIES:**

1. Provides direct nursing care, personal care, treatment, staff relief, and administration of medications to assigned clients under the direction of a Registered Nurse.
2. Complies with infection control standard precautions and safety instructions.
3. Documents in the clinical record accurately, clearly and concisely, and follows agency policy for timely submission.
4. Reports changes in client needs and physical/mental status to the RN Case Manager.
5. Provides accurate information to home care professionals involved in the total care of the client.
6. Establishes and maintains effective interpersonal relationships with clients and significant others, nursing staff, medical staff and other disciplines/
7. Performs technical skills safely and according to accepted procedures.
8. Maintains CPR certification and demonstrates the abilities to initiate emergency measures.
9. Responds in a swift manner to emergency situations.

10. Keeps current with CEUs as required by state regulations.
11. Follows established lines of communication and authority.
12. Complies with attendance policy and adheres to established dress code.
13. Other duties as assigned by Registered Nurse.

**OTHER DUTIES:**

1. Participates in educational and in-service programs for home care staff.
2. Instructs clients, client families, and the community on nursing care based on client needs and diagnosis.
3. Utilizes effective written/verbal communication.

**QUALIFICATIONS:**

Graduate from an accredited school of nursing. Current valid LPN/LVN license with the State Board of Nursing. Meet all requirements of state regulatory agencies and Board of Nursing. Must meet all continuing education hours and education requirements. Ability to read, write and communicate in English.

Minimum six months' work experience as an LPN/LVN or previous experience as a CNA in home care or skilled nursing facility. Experience in home care or related health care field preferred.

**INITIATIVE:**

Uses judgment when assessing and monitoring clients. Responds to client needs. Reports observations of the client's condition to the RN Case Manager.

**PHYSICAL DEMANDS:**

Normal visual/hearing ability to comprehend written and oral communication. Ability to perform tasks involving physical activity which may include heavy to moderate lifting 50 to 110 pounds and extensive bending, squatting and standing. Ability to lift a wheelchair in and out of an automobile; may require assistance to lift over 50 pounds; ability to push up to 250 pounds independently. Proper body mechanics are consistently utilized. Must use all distributed safety equipment.

**MENTAL DEMANDS:**

Ability to work under stress and cope with difficult, confused, disoriented and physically disabled clients.

**EQUIPMENT:**

Reports malfunctioning equipment. Responsible care is required to prevent injury and accident to others. Ability to use a Hoyer lift, monitoring of IV pumps, and use of various types of dressing materials.

**SAFETY:**

Proper body mechanics are consistently utilized to prevent injury. Follows universal precautions and infection control policies and procedures. Responsible for client safety. The probability of causing injury to others is remote. Adheres to universal precautions; must use protective equipment when needed; disposes of biomedical waste according to agency and OSHA policies and procedures.

**WORK/OTHERS:**

Responsible for own work as directed by the Case Manager. Obtains work schedules and information concerning clients from the staffing coordinator. Has contact with other agency/facility personnel. Instructs clients and families on medication administration, safe use of equipment and client needs.

**WORKING CONDITIONS:**

Works in a variety of client settings. May be exposed to unpleasant odors and unsanitary conditions such as soiled clothing and linens. May be subject to verbal abuse or uncooperative behavior by a client or family member.

**TRAVEL:**

Daily travel to and from client homes to complete assignments. Must be able to commute to various client sites. If personal vehicle is used, a valid driver's license and automobile insurance are required.

**ACKNOWLEDGMENT**

I have read and understand the job description. I understand the information contained in the job description. I further understand that this job description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with my job. I may be required to perform additional tasks to met standards of quality care and service.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

