

OPTIMAL CARE, INC.
V.6 LICENSED PRACTICAL NURSE

Revised 9/27/12

Responsible to

Chief Clinical Officer/Director of Nursing / Registered Nurses

Directly Supervises and Evaluates

No one

Description

Provides home nursing care, based on agency policies and procedures and the direction of the Registered Nurse, through the competent application of the nursing process.

JOB DUTIES/KNOWLEDGE

1. Provides direct patient care as defined in State Nurse Practice Act.
2. Implements plan of care initiated by the clinician.
3. Provides accurate and timely documentation consistent with the plan of care.
4. Assesses and provides patient and family/caregiver education and information pertinent to diagnosis and plan of care.
5. Participates in coordination of home health services, appropriately reporting the identified needs for other disciplines (HHA, OT, PT, MSW, ST, Dietician) to the case manager and/or Clinical Supervisor.
6. Uses equipment and supplies effectively and efficiently.
7. Participates in personal and professional growth and development.
8. Performs other duties as assigned by the case manager or supervisor.

JOB PERFORMANCE

Demonstrates initiative and skills in planning and organizing work

1. Demonstrates a desire to set and meet objectives and to find increasingly efficient ways to perform tasks.
2. Demonstrates computer skills and completes work, care and documentation with accuracy and within agency time frames.
3. Requires minimal supervision and is self-directed.

MISSION/AGENCY STANDARDS

Demonstrates organizational awareness and commitment

1. Understands and appropriately applies chain of command in relation to job position and supervision.
2. Knows and understands agency mission in relation to own job position.

Observes confidentiality policy at all times

1. Protects and honors customer and coworker confidentiality.
2. Respects customers' and coworkers' right to privacy.

Observes attendance and attire policies

1. Meets attendance and punctuality expectations.

2. Demonstrates cooperation with scheduling requests to meet agency needs.
3. Consistently adheres to agency dress code.

Complies with all other related policies, procedures and requests

1. Recommends and/or supports changes to policies and procedures.
2. Demonstrates knowledge of policies and procedures applicable to own job position.
3. Adheres to policies and procedures. Honors requests of management for interim rules.

Conserves agency resources

1. Maintains agency property, supplies and equipment in a manner that demonstrates ownership and accountability.
2. Maintains the work area to reduce the likelihood of safety hazards and to enforce its general appearance.

COMMUNICATION SKILLS

Demonstrates interpersonal understanding and utilizes effective communication skills.

1. Considers effects of words and actions on others.
2. Utilizes listening skills that indicate understanding and promotes accurate interpretation of others' concerns, motivations and feeling.
3. Recognizes the influence of beliefs and cultures on behaviors and accepts strengths and limitations in others.
4. Works toward resolution of interpersonal conflicts as they arise.
5. Recognizes when others are in need of information, assistance or direction and consistently offers and provides help.
6. Attends and participates positively in meetings
7. Regularly reads and appropriately applies information to practice.
8. Uses words that express respect, patience and understanding in interactions with others.
9. Acknowledges others verbally and nonverbally (eye contact, expression, tone of voice) promptly and courteously.
10. Follows appropriate phone etiquette.

Exhibits behaviors of cooperation

1. Develops cooperation and collaborative work efforts that generally benefit all involved parties.
2. Demonstrates the initiative to meet the needs of the agency by assisting coworkers when work load permits.

PERSONAL/PROFESSIONAL DEVELOPMENT

Continuing education and personal/professional development responsibilities

1. Maintains personal health status requirements in relation to job position.
2. Maintains professional licensure/certification.
3. Maintains current personnel file information and provides information to agency in timely manner.
4. Sets own development challenges and volunteers to learn.
5. Assists with orientation of new personnel.

6. Adheres to agency infection control and safety policies, including education, reporting, and practice implementation specific to job position.
7. Attends agency provided in-service programs to fulfill requirements of position and agency policies.

Exhibits adaptability, flexibility, self-control and maturity in work and behavior

1. Maintains stable performance and emotions when faced with oppositions, pressure and/or stressful conditions.
2. Recognizes codependency issues in care giving roles and exercises caution in relationships to maintain objectivity.
3. Develops work relationships that honor and respect others' strengths and abilities.

PROBLEM SOLVINGS

Exhibits critical thinking and applies them for continuous improvement of services and the agency

- 1) Uses own knowledge and experience base and other resources as necessary to make logical decisions and solve problems.
- 2) Continuously analyzes work processes and makes suggestions for improvement.

QUALIFICATIONS

1. Successful completion of nursing program accredited by National League of Nursing preferred.
2. Licensed to practice professional nursing in the state.
3. Minimum of one year of nursing experience preferred.
4. Knowledge and Abilities:
 - a) Demonstrated knowledge and skills necessary to provide care to and communicate with primarily the geriatric population and to a lesser degree the pediatric and adult population.
 - b) Demonstrated knowledge of the principles of growth and development over the life span.
 - c) Able to assess data reflecting the client's status and interpret the appropriate Information needed to identify client's requirements relative to their age-specific needs.
 - d) Demonstrates adequate computer skills to allow clinician to use electronic medical record for accurate and timely documentation.

DEGREE OF TRAVEL

Home visits daily. Weekly office meetings as indicated. Must participate in necessary in-service programs. Must have reliable transportation and agency-required liability insurance.

DEGREE OF DISRUPTION TO ROUTINE, OVERTIME

Must be able to adapt to the client's status and needs. Schedule changes daily due to staffing, client condition, new clients, etc. May be on-call.

SAFETY HAZARDS IN JOB

Possible infection from clients, auto accidents, unsafe neighborhoods.

JOB TITLE: Licensed Practical Nurse

PHYSICAL DEMANDS	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUALLY
Sit				X
Stand			X	
Walk			X	
Bend/Stoop			X	
Squat			X	
Crawl		X		
Climb		X		
Reach Above Shoulder Level		X		
Kneel		X		
Balance		X		
Lift, Carry, Push, Pull				
Maximum 10 Lbs.		X		
Maximum 20 Lbs.		X		
Maximum 50 Lbs.		X		
Maximum Over 50 Lbs.	X			
Must Be Able To				
See				X
Hear				X
Speak				X
Use One Hand				X
Use Both Hands				X

Environmental Conditions	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUALLY
Involves Being				
Inside				X
Outside		X		
Exposed to Temperatures of				
32 degrees F and less		X		
100 degrees F and more		X		
Wet & Humid		X		
Conditions				
Noise, Vibration		X		
Fumes, Dust		X		

Hazards, Exposure	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUALLY
Infectious Wastes			X	
Toxic Chemicals			X	
Needles/Body Fluids			X	
Radiation	X			
Chemotherapeutics		X		

Occasionally = 1% to 33% of the time
 Continually = 67% to 100% of the time

Frequently = 34% to 66% of the time