

WILLCARE JOB DESCRIPTION

LICENSED PRACTICAL NURSE (CERTIFIED)

Title: Licensed Practical Nurse (Certified)	Department: Nursing	FLSA Status: Non-Exempt
Reports to: RN Case Manager / Nursing Supervisor	Direct Reports: N/A	Revised: January 9, 2009

POSITION SUMMARY:

Utilizes the nursing process under the direct supervision of a Registered Nurse to provide for optimum quality and continuity of nursing care. Demonstrates the core nursing competencies established by the agency to ensure effective and efficient care on an ongoing basis.

ESSENTIAL DUTIES & RESPONSIBILITIES FOR POSITION:

1. Adheres to the scope of practice for Licensed Practical Nurse per state regulatory guidelines
2. Promote the level of clinical expertise required of staff to provide safe, high quality nursing care
3. Remains flexible and responsive when changes occur in patient activity and workload
4. Completes and submits required documentation within established agency guidelines
5. Monitors visit frequency and duration by reviewing physicians' orders and comparing to the plan of care and documentation
6. Provide feedback to Registered Nurse in order to assist in evaluation and revision of appropriateness of plan of care
7. Facilitates effective communication amongst other clinicians providing care to the patient
8. Demonstrates knowledge of therapeutic action, side effects and interaction of medications
9. Follows physician's orders accurately, promptly and without deviation and/or refers to the appropriate team member.
10. Provides on-going nursing care as instructed by the Registered Nurse .
11. Recognizes and reports to the Registered Nurse potential emergency / life threatening situations.
12. Provides the care needed as described in the Agency's policies and procedures.
13. Suggest referrals to appropriate community resources as necessary.
14. Participates in the agency's weekend and holiday assignments.

DUTIES & RESPONSIBILITIES OF AGENCY EMPLOYEES:

1. Demonstrates a clear understanding of the Mission, Purpose and Philosophy.
2. Adheres to ethical business practices by striving to perform in a manner that conforms to the highest standards of ethical behavior, integrity and honesty.
3. Takes initiative and responsibility for decisions as an individual and as a company. Exhibits commitment to personal and companywide goals.
4. Participates in the ongoing development of competencies, capabilities, technology and the resources needed to achieve high standards of efficiency and effectiveness. Approaches everything with the passion and desire to meet the highest standards.
5. Places needs of the patient first at all times. Care management and service delivery are developed with the goals of the patient's healing and support in mind. Strives to deliver lasting value to our patients in the comfort of their home.
6. Strives to help lead the industry through vision, technology, innovation, and customer service. Strives to make a difference in the lives of our employees, patients, and community. Encourages a positive environment and experience for co-workers and patients.
7. Treats employees, patients, and business partners with respect. Fosters teamwork by trusting and supporting each other while encouraging collaboration at all levels of the organization. Embraces diversity and demonstrates the ability to work together.

8. Promotes a safe and efficient working environment by adhering to agency policies and procedures.
9. Maintains confidentiality of all agency and patient related information. Protects patient rights as defined in the patient Bill of Rights.
10. Maintains proper attendance and punctuality to ensure that the department is operated in an efficient and cost effective manner.
11. Adheres to departmental and agency dress codes as observed by supervisor.
12. Communicates information effectively both verbally and in writing.
13. Attends and participates in staff meetings, required in-services, agency PI activities and other meetings as requested.
14. Utilizes material, equipment and time in a safe, beneficial, and cost effective manner
15. Organizes workload to complete responsibilities in an appropriate and timely manner.
16. Observe infection control and standard precautions.

OTHER DUTIES & RESPONSIBILITIES:

1. Performs other duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

1. N/A

EDUCATION & QUALIFICATION REQUIREMENTS:

1. Degree as a Licensed Practical Nurse.
2. Current license / registration by state of hire as a Licensed Practical Nurse.
3. One (1) year experience in medical / surgical nursing required
4. Successful completion of a Competency and Proficiency Test and Skills evaluation appropriate for the position upon hire
5. Prior home care experience preferred

PERSONAL & PHYSICAL REQUIREMENTS:

1. Pass a physical examination after being offered employment and a health assessment annually thereafter.
2. Able to lift up to 50 pounds, perform one person transfer under routine and emergency situations, reposition a bedbound patient alone and able to sit, stand, bend stoop, kneel, pull, climb, reach, lift, and perform repetitive movements of the upper extremities,
3. May be exposed to unsanitary conditions in some home settings,
4. May be exposed to high crime areas within the service community.
5. Endure exposure to weather and temperature extremes,
6. Must be able to travel