

HOSPICE MINISTRIES, INC.

POSITION: Licensed Practical Nurse

SCHEDULED WORK HOURS: Per schedule

STATUS: Full time or part time hourly, non-exempt

DEPARTMENT: Inpatient division

REPORTS TO: RN Charge Nurse

DATE APPROVED: 03-03

GENERAL PURPOSE OF JOB:

The LPN shall provide patient care and family support.

JOB SUMMARY:

The LPN provides direct patient care and services to patients. Provides skilled nursing care to patients and provide family support. Participates in the planning, implementation, and evaluation of nursing care, within the objectives, standards, and policies of the department.

ESSENTIAL FUNCTION:

1. Provides direct and individualized nursing care to an assigned group of patients under the supervision of a registered nurse.
2. Prepares, administers, and records medications and response of prns in accordance with policy regarding the administration of medications by a LPN.
3. Performs treatments to skin breakdown and/or wounds as per MD orders.
4. Communicates frequently with the supervisor/ charge nurse regarding patients' physical and mental condition.
5. Records information concisely, accurately, and completely.
6. Identifies and utilizes appropriate channels of communication.
7. Assist with new admissions as needed.
8. Participate in appropriate and mandatory in-services and meeting.
9. Provides for comfort needs of patients.
10. Works effectively as a team member in the delivery of care and assist in orientation of new employees.
11. Reports changes in the patient condition to charge nurse/ supervisor. Notify family of changes in the patient condition.
12. Utilizes resources and materials in an efficient and safe manner.
13. Assist with keeping rooms clean and neat.
14. Make rounds on patients at least once an hour, or more frequently on patients at risk for falls or patients who are restrained.
15. Ensure that restraints are properly placed and documentation is appropriate.
16. Maintains good nursing relations among all nursing unit personnel and other Hospice Ministries employees through appropriate communication.
17. Complete nursing observation forms.

18. Perform glucometer control checks and check refrigerator temperatures daily on 11-7.
19. Calls physician or pharmacist when needed and receives telephone orders.
20. Answers telephone as necessary.
21. Chart on patients according to classification (general inpatient, residential or respite)
22. Maintain certifications, i.e. nursing license, immunization, physical exam, etc.

ADDITIONAL RESPONSIBILITIES:

Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Demonstrate initiative, the ability to work well with others, professional judgment, and effectively performs duties as assigned.
2. Demonstrate assertiveness and possess leadership skills.
3. Demonstrates self-motivation.
4. Demonstrate the ability to carry out the mission, goals, and philosophy of Hospice Ministries.
5. Knowledge of State/Federal regulations for Hospice Care.
6. Ability to interpret Hospice Ministries Clinical policies and procedures and then apply in nursing practice.
7. Demonstrate clinical competence.
8. Assume responsibility for own continued personal and professional growth.
9. Appropriate manner, conduct, and grooming.
10. Ability to work cooperatively and communicate effectively.
11. Good health and consistent attendance.

EDUCATION AND EXPERIENCE:

1. Current state licensure as a LPN.
2. Prefer one year clinical experience.

PHYSICAL REQUIREMENTS:

1. Be able to lift patients of various weights with assistance of another employee, draw sheet, or hoist lifter when needed.
2. Requires speech, touch, vision, and hearing senses in normal range with correction.
3. Works under stressful conditions.
4. Able to raise objects from a lower to a higher position or move objects horizontally from position to position.
5. Able to stoop, bend body downward and forward; kneel and bend legs at knee; crouch and bend body downward and forward, reach and extend hands and arms in any direction; stand particularly for sustained periods of time.

6. Able to read handwriting of varying styles.
7. Able to sit and perform sometimes repetitive tasks for extended period of time; ability to concentration required during distractions and interruptions.
8. Talking. Able to express or exchange ideas by means of the spoken word to convey detailed or spoken instructions accurately, loudly and quickly.
9. Hearing. Ability to receive detailed information through oral communication.

By signing this job description, I acknowledge I have read, understand, and have discussed my job duties and role at Hospice Ministries with my signature.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____