

QUALIFICATIONS

1. Must possess a current license to practice as a Practical Nurse in the State of Oregon.
2. Graduate of a state approved school of Practical Nursing.
3. Minimum of five years experience as a Licensed Practical Nurse, preferably with one year acute care experience.
4. Must have and provide proof of professional liability insurance coverage.
5. Must have current CPR certification.
6. Able to receive direction and independently follow tasks through with minimum supervision.
7. Demonstrate excellent critical thinking skills.
8. Must be able to operate basic office equipment necessary to performance of duties, e.g. fax, copier, multi-phone line and computer.
9. Able to meet the physical demands of the job, such as patient lifting, repositioning, transferring, etc.
10. Must be able to communicate clearly and concisely.
11. Must be able to respond to others, patients and co-workers, in a caring, calm and supportive manner.
12. Detail oriented, able to multi-task and remain flexible with assignments.
13. Must have strong organizational and interpersonal skills.
14. Must demonstrate an exemplary work ethic.
15. Maintains professional integrity throughout performance of all job duties, demonstrates exemplary work ethic.
16. Must be able to uphold attendance and performance standards.
17. Adheres to the practice of confidentiality regarding patients, families, staff, the organization, etc.
18. Able to serve as a positive representative of SCH at all times.
19. Able to act in a kind, decent and respectful manner at all times.
20. Ability to work flexible hours, including evenings and/or weekends as needed, requested or assigned.
21. Ability to keep private your personal problems while demonstrating positive behaviors.
22. Must be able to recognize, support and adhere to all SCH policies, procedures and performance standards.
23. Must possess, or within 30 days be able to possess, a valid Oregon Driver's License or ID card, dependable transportation and proof of automobile insurance coverage.
24. Must satisfactorily complete LPN Initial Competency Skills checklist with Primary Care Coordinator (PCC) within 30 days of hire.

SKILLS REQUIRED

1. Basic nursing skills.
2. Operation of computer
3. Strong organizational, interpersonal and teambuilding skills.
4. Excellent communication skills, written, verbal and listening.

PHYSICAL REQUIREMENTS

1. Must be able to lift a maximum of 50 lbs., requiring use of a 2-person assist with any awkwardly shaped or heavier weights.
2. Must be able to safely negotiate in a variety of environments, e.g. steep stairs, uneven surfaces, cramped physical quarters, etc.
3. Must be able to do extensive driving in a variety of road and weather conditions and at night.

WORK ENVIRONMENT/HOURS

1. Typical office setting
2. Diverse surroundings in patient homes with unpredictable environments such as uneven surfaces and potential hazards such as animals, tobacco smoke and exposure to communicable diseases, etc.
3. Hospitals, nursing homes, assisted living facilities, adult foster homes, etc.
4. This is a full-time 32-39 hour per week position

PURPOSE

Performs selected nursing care for patient/families as delegated by an RN, the Patient Care Coordinator, or Relief PCC. Assists with provision of Hospice services that reflect the philosophy and standard of care of the Hospice Program.

SUPERVISION RECEIVED

The LPN reports to and is supervised directly by the SCH PCC or SCH Executive Director. Will at all times and in all nursing assignments be under the direct supervision of an RN.

DUTIES AND RESPONSIBILITIES

1. Must report for work at scheduled time, ready to perform work, functions and remain on task while completing entire scheduled shift.
2. Represents South Coast Hospice and Palliative Care Service in a professional and responsible manner.
3. Practices nursing in a manner that is a model for professional and agency ethics, values and integrity and complies with the letter and spirit of legal aspects.
4. Adheres to the practice of confidentiality regarding patients, families, staff and South Coast Hospice and Palliative Care Services, etc.
5. Functions as an integral part of the SCH Interdisciplinary Team to enhance the mission, policies and philosophy of SCH/PCS.
6. Complies with all applicable laws and regulations with respect to collaborative agreements.
7. Is sensitive and compassionate with a patient-centered attitude toward accepting death as a part of life; enhancing the quality of patient's end-of-life experience, for those assigned to his/her care.
8. Provide legible, clear, complete and appropriately authenticated documentation dated in accordance with Hospice policies and currently accepted standards of practice.
9. Ensures the clinical record, with all the information contained therein, is safeguarded from loss or unauthorized use.
10. Functions with proficiency using Consolo software.
11. Gives and demonstrates nursing care to patients/families, assists with the implementation of Plan of Care under the direction of the assigned RN.
12. Provide in-home visit to approximately three-four patients/families per day or as deemed appropriate by PCC.
13. Honor, respect, protect and promote patients' rights and individualized care. Supports patient/family individual needs, implementing the nursing care plan to meet those needs in collaboration with patient/family care plan.
14. After review and direction, continues patient/family care and instruction initiated by the RN.
15. Reports any changes in condition of patient/family situation to the responsible RN, Patient Care Coordinator, or Relief PCC, and consults them immediately by phone if the situation is urgent.
16. Shares in providing 24 hour, seven-day-a-week coverage to patients/families, to include weekend staffing, continuous care assignments, and back-up nursing as needed.
17. Maintains current Basic Life Support Certification annually.

Duties & Responsibilities (continued)

- 18. Participates in Interdisciplinary Group, SCH Care Team, required staff meetings, etc. as requested.
- 19. Participates in the SCH Orientation, volunteer training and in-service training programs for professional staff; maintains a record of all educational programs attended.
- 20. Serves on agency committees upon request.
- 21. Responsible for teaching patients, families, and caregivers when delegated by PCN or PCC.
- 22. Responsible to take night or weekend call as assigned.
- 23. Assist in other work responsibilities appropriate to position as requested or assigned by the PCC or Executive Director.
- 24. Assumes responsibility for reading and knowing agency policies.
- 25. To adhere to all SCH Personnel Policies including, but not limited to:
 - Please initial* _____ SCH Standards of Conduct as described in the agency’s Compliance Plan.
 - Please initial* _____ SCH Privacy Practices in accordance with HIPAA regulations.
 - Please initial* _____ SCH Sexual Abuse and Molestation Policy.
 - Please initial* _____ Demonstrates a kind, decent and respectful behavior.
 - Please initial* _____ Honor, respect, protect and promote patients’ rights and individualized

This position description describes the general nature and level of duties and responsibilities required of persons assigned to this position. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

Employee’s Signature

Date

Manager’s Signature

Date

Executive Director’s Signature

Date

Accommodations for disabilities will be made whenever possible unless such accommodations would create an undue hardship on South Coast Hospice and Palliative Care Services, Inc.