

JOB DESCRIPTION – LPN Visit Nurse

PURPOSE

The South Coast Hospice and Palliative Care Services (SCH) Licensed Practical Nurse (LPN) performs all nursing functions within their scope of practice for an assigned schedule of terminally ill patients and collaborates with other nurses and patient care disciplines to ensure that quality end-of-life services are being provided to patients, families and caregivers.

SUPERVISOR

The LPN reports to and is supervised by the Nursing Manager or Patient Care Coordinator, as applicable, and completes delegated duties under the direction and supervision of an RN. In the absence of the Nursing Manager and/or Patient Care Coordinator, the Executive Director will offer guidance and support to the LPN.

SKILLS REQUIRED

1. Respond to patients, families, caregivers, community partners and co-workers in a calm, respectful and compassionate manner.
2. Communicate clearly and concisely through verbal, listening and written means. Share silence.
3. Demonstrate excellent clinical assessment and critical thinking skills.
4. Receive direction and follow through with minimal supervision, displaying strong work ethic
5. Organize work activities, multi-task, and remain flexible with assignments.
6. Possess strong interpersonal, educational, and collaborative skills.
7. Perform duties with the utmost attention to the safety of all parties

DUTIES AND RESPONSIBILITIES

1. Treat patients and their loved ones in a supportive, dignified and kind manner at all times.
2. See death as a natural part of life and accept the hospice philosophies of: quality rather than quantity of life; comfort when there is no cure; the right of self-determination.
3. Exhibit safety consciousness at all times and report unsafe conditions to the Nursing Manager and the person within the organization responsible for safety issues.
4. Review documentation for all patient visits assigned, and communicate with other members of the Care Team, as appropriate, to ensure continuity of care.
5. Provide routine nursing visits as scheduled by the Nursing Manager and/or the RN Case Manager with interventions and care practices based on the needs of the patients as they may exist from time-to-time. Provide post-visit report to loved ones as requested and appropriate.
6. Perform follow-up visits or check-in phone calls based on the assessed or reported needs of the situation.
7. Communicate regularly with the Nursing Manager, RN Case Managers and other care team members to review unique patient issues, share professional support, and exchange feedback aimed toward enhancing patient-centered care.
8. Respect, promote and protect a patient's right to individualized and collaborative care.
9. Educate patients, families, caregivers and facility staff on end-of-life issues and practices.
10. Understand, support, and comply with all Federal and State regulations including HIPAA, CMS Conditions of Participation (CoPs), SCH Policies and Procedures, and accepted standards of nursing practice.
11. Learn the EMR and other technology required to fulfill the duties of the position. *Always* record legible,

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clear, complete and dated documentation.

- 12. Ensure that the clinical records, with all the information contained therein, are safeguarded from loss or unauthorized use.
- 13. Complete SCH On-boarding and Orientation with designated staff within the first 2 weeks, the Initial Competency Skills checklist with Nursing Manager within 60 days, and receive the support of a preceptor if/as necessary.
- 14. Demonstrate continued professional growth and development through participation in staff training, internal and external educational programs and review of current health care literature.
- 15. Share in providing 24-hour, seven-day-a-week coverage to patients/families, including after-hours and weekend relief as needed, and agreed to, or assigned.
- 16. Serve on agency committees upon request, such as Quality Improvement, Safety, etc. and attend required meetings such as IDG, Nursing, All Staff, ad hoc training, etc.
- 17. Report for duty at scheduled time, ready to perform work functions, and remain on task until shift is completed. Adhere to agency requirements regarding absenteeism and tardiness.
- 18. If employee decides to terminate employment with SCH, a personal letter of resignation is required, and the agency makes the request that as much advance notice time as possible can be given to ensure a smooth transition for other staff members and continuity of care for the patients and loved ones.

QUALIFICATIONS

- 1. Must possess and maintain a current license to practice as an LPN in the State of Oregon.
- 2. 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.
- 3. Must have and provide proof of professional liability insurance coverage.
- 4. Must have current CPR and Basic Life Support certification.
- 5. Must have ability to work in diverse and unpredictable surroundings in personal residences, nursing homes, assisted living facilities, adult foster homes, etc.
- 6. Must be able to safely negotiate in a variety of environments, e.g. steep stairs, uneven surfaces, cramped physical quarters, etc.
- 7. Must be able to meet the physical demands of the position including lifting a maximum of 50 lbs., repositioning and transferring of patients, 2-person assist, providing personal care, etc.
- 8. Must be willing and able to drive in a variety of road and weather conditions, day or night.

This Job Description describes the general nature and level of duties and responsibilities required of this position. Other nursing duties may be assigned as necessary. 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

SOUTH COAST HOSPICE & PALLIATIVE CARE SERVICES

1200.02

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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.

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