



JOB DESCRIPTION

TITLE: In-Patient Licensed Practical Nurse (LPN)

REPORTS TO: Director of Schneidmiller House

FLSA STATUS: Non-Exempt / 1.0-0.6 FTE

SUMMARY: Responsible for the overall management of all nursing care within scope of practice for assigned clients. Works 12.5 hour shifts on alternating schedule including every other weekend and holidays at the Inpatient Unit. Under the direction of the client's primary care physician and Hospice Medical Director, provides individualized skilled nursing care to enable patients to participate as fully as possible in the activities of daily living, in the in-patient setting. Participates as a member of the Interdisciplinary Team (IDT) to plan and provide holistic care to patients and families. Nursing care reflects observations, actions and plans that are in accordance with the IDT Plan of Care.

MINIMUM QUALIFICATIONS: LPN required; current Idaho State LPN in good standing; prefer minimum six (6) months nursing experience; current CPR; valid driver's license, personal vehicle for on-the-job transportation, and evidence of insurance coverage as required by HONI policy required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of the principles and practices of professional nursing;
- Perform assessments and nursing functions as acquired in the basic nursing preparation program;
- Strong written and verbal communication skills;
- Confidentiality and HIPAA;
- Ability to multi-task;
- Detail oriented;
- Strong decision making and problem solving skills;
- Medical Office knowledge required: Multi-line phones, computer, printer, copier, and fax;
- Medical Equipment knowledge.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs admission visit on assigned clients;
- Initiates admissions to agency, i.e., enters data admission information, orders DME, opens pharmacy account, etc. into patient's electronic record;

- Assesses assigned patients with head to toe assessment daily and symptom specific assessments throughout the shift for symptom management needs;
- Assessments include: symptom management, including, but not limited to: pain, bowel and bladder function, level of consciousness, alteration in nutritional and fluid balance, alteration in skin integrity;
- Administers medications in accordance with physician's order and patient's symptom management needs within scope of practice;
- Performs a pain assessment at regular intervals throughout the shift;
- Maintains competencies in pain management, symptom management, infusion care, wound care, nursing assessment, medications, etc.;
- Performs Hospice Aide supervision during shift. Relates observations to Director of Schneidmiller House for follow-up;
- Provides client/family teaching to promote and support dignity of end of life. Documents teaching;
- Initiates and updates care plan according to patient's needs;
- Responds to family at time of client death, pronounces death per procedure, notifies appropriate agencies and provides bereavement support to family members during immediate bereavement period;
- Manages and supervises nursing care provided to assigned clients by contract agencies;
- Collaborates with patient's primary physician with changes in patient condition and order changes;
- Attends continuing education courses and in-service meetings as necessary;
- Provides in services to community and other health care settings on hospice care, pain and symptom management and other topics as requested;
- Maintains accurate, timely and complete documentation in client record per procedure.

OTHER RESPONSIBILITIES:

- Cross-training to home care hospice nursing for on-call/low census opportunities if desired;
- Other tasks as assigned by Director of Schneidmiller House and/or Primary RN.

SAFETY: Hospice of North Idaho enforces a safety culture whereby all employees have the responsibility for continuously developing and maintaining a safe working environment. Each employee is responsible for completing all training requirements, participating in emergency response tasks as requested, and serving on safety committees and teams as requested. In addition, employees must accept the responsibility for maintaining the safety of themselves and others by adhering to all written and verbal instructions, promptly reporting and/or correcting all hazards or unsafe conditions, and providing feedback to supervisors and management on all safety issues.

PROCEDURE COMPLIANCE: Employee must read and understand the general and specific operational, safety, and environmental requirements of all plans, procedure, and policies pertaining to this job.

AMERICANS WITH DISABILITY SPECIFICATIONS

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

WORKING CONDITIONS: Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work may be completed at Schneidmiller House In-patient Unit, a Hospice of North Idaho's patient's home, skilled nursing facility, assisted living facility, hospital or at the HONI Office.

While performing the duties of this job, the employee may be exposed to weather conditions prevalent at the time.

The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT:

The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have received, read and understand this explanation and job description. My signature below attests to the fact that I can perform the essential functions of the job with or without reasonable accommodation.

Signature

Employee Name Printed

Date