

## **HOOSIER UPLANDS HEALTH CARE DIVISION**

500 West Main Street

Mitchell, IN 47446

### **JOB DESCRIPTION**

**JOB TITLE:** Home Health Licensed Practical Nurse (LPN)

**DIVISION:** Health Care

**REPORTS TO:** Clinical Services Supervisor

#### **Summary:**

Provides prescribed medical treatment and personal care services to ill, injured, convalescent and disabled persons in the home setting under the direction of a registered nurse (RN) in accordance with the Nurse Practice Act (25-23-1).

#### **Responsibilities:**

1. Provides nursing services in accordance with agency policies.
2. Prepare equipment and materials for treatment observing aseptic technique in accordance with agency policies.
3. Demonstrate appropriate infection control measures and utilization of universal precautions.
4. Adhere to agency policy on confidentiality.
5. Interact positively with clients and their families and/or caregivers, as well as the public.
6. Remain abreast of trends and developments in the nursing field.
7. Understand and accept the philosophy, purpose and ideals of Hoosier Uplands Economic Development Corporation (HUEDC).

**Essential Duties And Responsibilities** include the following. Other duties may be assigned.

1. Inform the physician, dentist, chiropractor, podiatrist or optometrist of changes in the patient's condition and needs, after consulting with a supervising RN.
2. Carry out physician, dentist, chiropractor, podiatrist or optometrist orders (oral and written), under the direction of a RN.
3. Assist client and family to learn appropriate self care techniques.
4. Assist the physician and/or RN in performing specialized procedures and duties according to agency policy.
6. Provide respite care/extended hours care when assigned.
7. Provide visits to Hospice patients as needed.
8. Complete clinical and progress notes within 24 hours (preferably immediately after the visit or during the visit) of patient care and turn in so they can be placed on the patients chart within 14 days of the visit as required by ISDH.
9. Assist the RN in carrying out the plan of care.
10. Provide RN Team Leader with information for patients Plan of Care (POT/485) and 60 day summary as requested.
11. All other duties as assigned by supervisor.

#### **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

1. One year certificate from college or technical school.
2. Prefer one year experience as an LPN.

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of HUUHC.

**Mathematical Skills:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**Certificates, Licenses, Registrations:**

1. Graduate of an accredited LPN program.
2. Current Indiana LPN license
3. Prefer a minimum of one year clinical experience, preferably in the home setting.
4. Must provide dependable automobile, proof of current insurance coverage, able to drive in inclement weather and have a valid Indiana drivers license

**Physical Demands:**

The physical demands and work environment as described on the ergonomics sheet are representative of those that must be met by an employee to success fully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Job Description Review:**

I have read and understand the job description for the position of LPN.

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**SIGNATURE**

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**DATE**

Updated 11/09 LPNJBDS