

**PUNXSUTAWNEY AREA HOSPITAL
POSITION DESCRIPTION**

Position Title:	Licensed Practical Staff Nurse	Grade: <u>P-23/24</u>
Department:	Home Health Care	Date Revised: <u>02-01-02</u>
Supervisor:	Home Health Care Clinical, Clinical Coordinator	
Employee Supervised:	None	

JOB SUMMARY: Provides skilled nursing care to patients and families in their home or community within established standards under the leadership of a Registered Nurse. A licensed practical nurse is an individual who is responsible for delivery of skilled nursing services to homebound individuals on an intermittent basis. These services are provided through the nursing process of assessment, planning, implementation and evaluation.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES:

KNOWLEDGE / TECHNICAL COMPETENCE

ESSENTIAL FUNCTIONS:

Provides nursing care in the home and performs nursing skills under the direction of a registered nurse. Manage, coordinate and provide direct care to clients requiring skilled nursing care with respect to the age of the client population served.

Identifies patients who have physical and emotional deficits through observation, interviews, analysis of records and helps patients and families to obtain appropriate care.

Able to incorporate theoretical concepts of gerontological nursing in care delivery. Performs interventions with special emphasis on maximizing independence in ADL=s, promoting, maintaining and restoring function and maintaining life with dignity and comfort until death.

Able to incorporate the theoretical concepts of pediatric nursing into the nursing process to provide the pediatric patient with an age specific plan of care with measures directed to promote growth and development.

Aware of patient's physical, psychological, social and environmental status and how they impact or impede care.

Evaluates patients response to approved plan of treatment and response to changes in the plan of treatment and reports changes on an ongoing basis to the clinical supervisor or the team leaders.

Begins discharge planning at time of admission by identifying realistic and measurable homecare goals.

Fulfills the obligation of requested and / or accepted case assignments.

Maintains satisfactory productivity.

Provides skilled nursing care or services within the established plan of treatment on all assigned patients and discusses changes in the plan of treatment with Case Manager or Clinical Coordinator as appropriate. Follows the nursing care plan initiated by the registered nurse and suggests changes when appropriate. Involves the patient / family / caregiver in the care planning process.

Administers medications, assesses effectiveness of medication and medication changes. Initiates and maintains an accurate drug profile.

Provides care and treatments according to the policies, procedures and protocols of the agency.

Completes required skills competencies yearly.

Knowledgeable regarding the organization's fundamental policy of compliance with all laws, regulations and ethical standards in conducting the Agency's activities.

Knowledgeable regarding the Agency's Corporate Compliance Integrity Plan and relevant policies and procedures.

Evaluates effectiveness of interventions and progress or lack of progress toward treatment goals.

Protects individually identified health care information of all homecare clients required by the Health Insurance Portability and Accountability Act of 1996 (HIPPA).

INTERPERSONAL SKILLS / COMMUNICATION

ESSENTIAL FUNCTIONS:

Attends Case Conferences and aware of the importance of communication between disciplines.

Reports pertinent observations and reactions regarding changes in patient status to the appropriate person. (i.e. Case Manager, Physician, Clinical Coordinator, Therapists or family member) and provides follow-up to assure resolution of any identified problem.

Communicates effectively and establishes a rapport with patients, families and all members of the health care team.

Utilizes proper verbal and non-verbal style of communication with patients and co-workers.

Teaches the patient/family/caregiver about patient's health care needs, disease prevention, discharge planning and health (maintenance) measures.

Accepts assignments as directed.

Demonstrates flexibility in response to unexpected changes in schedule, case load, patient acuity and staffing.

OPERATIONAL

ESSENTIAL FUNCTIONS:

Participates in weekend and holiday rotation making routine visits as assigned.

Provides and maintains transportation vehicle in good working order with appropriate level of insurance. Attends 80% of all staff meetings and inservices.

Participates in quality improvement activities, utilization review and multi-disciplinary conferences.

NONESSENTIAL FUNCTIONS:

Uses supplies and agency equipment in a cost-effective manner.

Demonstrates knowledge concerning DME equipment used by the patient.

Complies with procedures to monitor safe/appropriate use of equipment loaned to patient.

PROFESSIONAL DEVELOPMENT

ESSENTIAL FUNCTIONS:

Assumes responsibility for personal growth and development and upgrades, professional knowledge and practice skills through attendance and participation in continuing education and inservice classes.

Sets professional goals for self.

Maintains clinical expertise through formal and informal inservice education programs.

Follows established department policies and procedures in providing patient care.

Keeps informed of current health care issues, new policies, and procedures and changes in policies and procedures by reading and signing hospital and department mandatory reading.

Performs within the limits of preparation and experience.

Promotes a positive professional image of the hospital and home health.

Demonstrates an awareness of accountability for own actions and utilizes the hierarchical structure for problem resolution and goal achievements.

NONESSENTIAL FUNCTIONS:

Actively participates on agency committees.

Utilizes agency resource library and files.

Participates in the development of department policies and procedures.

Teaches the patient/family/caregiver about patient's health care needs, disease prevention, discharge planning and health (maintenance) measures.

Accepts assignments as directed.

Demonstrates flexibility in response to unexpected changes in schedule, case load, patient acuity and staffing.

DOCUMENTATION SKILLS

ESSENTIAL FUNCTIONS:

Plans and documents Nursing Care Plans and interventions in a goal directed manner.

Completes visit documentation timely, accurately and concisely.

Documents teaching and patient/family/caregiver response in the clinical record.

Documentation reflects compliance with all laws and standards reflecting home health practice.

Demonstrates the ability to accurately complete documentation requirements,

Records observations accurately and concisely.

NONESSENTIAL FUNCTION:

Maintains patient records and necessary team data i.e. Infection control and QI, in accordance with agency standards.

Participates in analysis of patient records to evaluate service and compliance with requirements of payer.

CUSTOMER SERVICE

NONESSENTIAL FUNCTIONS:

Interprets agency mission, objectives, policies to patients, families, physicians, and other groups.

Promotes agency image within the community by maintaining a professional attitude and demeanor and actively promoting the services provided by the agency when appropriate.

Participates in community service projects and/or community education programs and screenings.

Utilizes appropriate community resources, identifies new resources, and shares information with co-worker and all customers of the agency.

Provides and maintains a safe environment for the patient / client.

Assists the patient / caregiver and other healthcare personnel in providing continuity of care.

The above statement reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements which may be inherent in the position.

QUALIFICATIONS

EDUCATION: Graduate from a recognized practical / vocational nursing program.

EXPERIENCE: At least two (2) years of hospital clinical experience. (1) year of community or home health nursing preferred.

SPECIAL REQUIREMENTS: Current licensure in the State of Pennsylvania, maturity, balance, good communication and presentation skills. Must meet the requirements established by the Department of Health in regards to the Act 169 of 1996 as amended by Act 13 of 1997 concerning Criminal Background Checks. Must be a licensed driver with an automobile that is insured according with state and agency requirements and is in good working order. Must possess above average observation and assessment skills, excellent nursing judgment and critical thinking skills, above average oral / written communication skills. Is self directed with the ability to work with minimal supervision. Possess good organizational and time management skills. Is flexible and cooperative in fulfilling role obligation.

COMPETENCY: Competency in CPR, observation and assessment skills and phlebotomy skills. Must be willing to successfully perform required competencies during probationary period and complete job / department specific competencies within 1 year of hire date.

WORKING CONDITIONS: Bodily injury secondary to travel, cuts, bruises from equipment, puncture wounds from needles; strains; exposure to infections, communicable disease. Some exposure to unkempt housing, pests and vermin. Exposure to hazardous traffic/traveling conditions.

PHYSICAL DEMANDS: Possesses and maintains good physical stamina and mental health. . Typing and repetitive motion activity for an average of 10% - 25% of the shift. Must be willing to present a pre-placement physician's health clearance, relative to the position, including a negative TB skin test and / or CXR and other tests as required by the organization's Employee Health Policy. Travels to and from patient homes; ability to handle emergency situations, in the patients home and during travel; lifting skills and knowledge of proper body mechanics to safely transfer patient from bed to chair or change position in bed, alone if necessary. Maximum push-pull force of 50 pounds. Must be able to carry nursing bag, special equipment, scales, audio, visual equipment - not to exceed 20 pounds. Requires ability to administer CPR and move rapidly in an emergency situation. Should be able to ascend and descend stairs. Requires the ability to operate office equipment such as computer terminals, telephone, copier, fax machine and audio-visual aides.

I have read and I understand the above position description. I accept and agree to fulfill these and other temporary duties as assigned by my supervisor.

Employee Signature / Date

Supervisor Signature / Date

NOTICE OF NONDISCRIMINATION

The Punxsutawney Area Hospital is an equal opportunity employer and healthcare facility and will not discriminate on the basis of race, age, color, national origin, religious creed, sex, or non-job-related disability in the employment procedures as required by Title VI, Title VII, and Section 504 of the U.S. Civil Rights Act of 1964. This policy applies to all employment practices including recruitment, hiring, promotion, transfer, education, evaluation, discipline, discharge and termination, as well as to all forms of employee compensation and benefits, and all other terms, conditions and privileges of employment.

The Punxsutawney Area Hospital will not discriminate as outlined above and also will not tolerate discrimination or harassment by any employee, contract service, volunteer, or anyone else affiliated with the facility against another individual. For information regarding civil rights or the grievance procedure, contact the Personnel Manager at extension 1858.

