

JOB DESCRIPTION

LICENSED VOCATIONAL NURSE (LVN)

DEPARTMENT: CLINICAL SERVICES
REPORTS TO: DIRECTOR OF PATIENT CARE SERVICES

POSITION SUMMARY:

This position provides skilled nursing care to patients at home in accordance with state licensure requirements, JCAHO guidelines, Title 22 licensure regulations, nursing protocol and the organization's policies and procedures.

ESSENTIAL JOB FUNCTIONS:

- Provides skilled nursing care as required by the plan of care for the patient under the supervision of a Registered Nurse.
- Prepares clinical notes and progress notes as required and submits documentation within 48 hours.
- Documents skilled nursing care appropriate for billing and is aware of reimbursement issues.
- Attends team case conference meetings.
- Informs the case manager, nursing supervisor, physician and other interdisciplinary team members of changes in the patient's condition and needs.
- Provides education and information to the patient and family in meeting nursing and related needs.
- Participates in educational programs to maintain skills and knowledge of current nursing practices; in case conference meetings to provide continuity of patient care; and in weekend work as needed.
- Maintains a positive, professional and respectful attitude.
- Performs other related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

EDUCATION:

Current state of California LVN license and graduation from an accredited nursing school.
Current CPR certification.

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EXPERIENCE:

One year of home health and/or acute care experience required.

PHYSICAL DEMANDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

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

Environment: Work is performed primarily in a standard field environment.

Physical: primary functions require sufficient physical ability and mobility to work in the clinical area.

- Must be able to learn and comprehend basic instructions and orientation to the job.
- Must have strong attention to detail and ability to independently problem solve with frequent interruptions.
- Must be able to communicate clearly and exchange information with other staff and the public.
- Must be able to express or exchange ideas by means of the spoken word to impart oral information to clients and to convey detailed spoken instructions to other staff accurately.
- Must be able to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard frequently.
- Must be able to work alone constantly.
- Must be able to sit frequently.
- Must be able to stand frequently.
- Must be able to stoop, bend, reach, twist, crouch, and kneel occasionally.
- Must be able to lift an object up to 35-50 lbs. raising or lowering it from one level to another frequently.
- Must be able to transport an object up to 11-24 lbs., usually holding it in the hands or arms for 20 ft. occasionally.
- Must be able to level lift an object up to 11-24 lbs. frequently.

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- Must be able to lift overhead an object up to 10 lbs. occasionally.
- Must be able to push/pull an object up to 35-50 lbs. occasionally.
- Must be able to push 35-40 lbs. occasionally.
- Must be able to drive auto equipment frequently.
- Must be able to work irregular shifts (shifts not between 8:00 a.m. and 5:00 p.m.) frequently.
- Must be able to maintain body equilibrium to prevent falling when walking, standing and crouching.
- Must be able to have hand exposure to the public and staff frequently.
- Must be able to frequently work in a fast pace environment with frequent interruptions and meeting deadlines.
- Must be able to see small figures frequently and in the normal visual range with or without correction doing close eye work.
- Must be able to hear in the normal audio range with or without correction.
- Hands – repetitive motion frequently.
- Hands – fine manipulation frequently.
- Hands – gross manipulation occasionally.
- Grasping: Right – simple grasp frequently
Left – simple grasp frequently
Right – firm grasp occasionally
Left – firm grasp occasionally
- Foot pedals – use foot pedals on bed lock, lift chairs, etc., occasionally.
- Work occasionally with animal dander.
- Work occasionally with dust, fumes and gases.

Simple grasp = under 50 lbs.

Firm grasp = over 50 lbs.

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ENVIRONMENTAL REQUIREMENTS (possible exposure to):

- Blood/body fluids frequently.
- Working with moving machinery/equipment; i.e., Hoyer lift occasionally
- Aerosol transmissible diseases frequently.
- Other potentially infectious material (OPIM) occasionally.
- Anti-neoplastic agents occasionally.

Occasionally = 1 – 33%

Frequently = 34 – 66%

Constantly = 67 – 100%

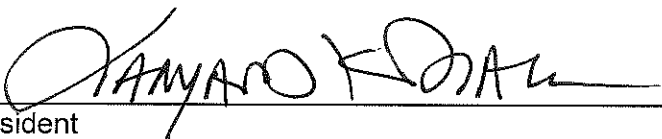
STANDARD OF PERFORMANCE AND ACCOUNTABILITY:

All employees will maintain high standards of integrity and business ethics, will abide by the organization's compliance program, rules, policies and procedures, applicable laws and regulations, will conduct self in an honest, ethical manner and report promptly any suspected violation of compliance standards to the Compliance Officer.

All employees will abide by the Injury and Illness Prevention Program (IIPP).

All employees will be held accountable in meeting all functions as defined within the scope of their job description, which includes all goals and objectives set for the position.

If accountability standards are not met, the employee may be given an oral warning followed by a written warning. However, the organization reserves the right to proceed directly to a written warning or separation from employment for misconduct or performance deficiency without resort to prior disciplinary steps when the organization deems such action is appropriate.



President

12-27-16

Date

Supervisor

Date

Employee

Date