



## **JOB TITLE: Licensed Practical Nurse**

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**STATUS:** Full-time/Non-Exempt  
**SALARY:** DOE  
**SUPERVISOR:** Clinical Director  
**CREATED:** November 2017

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Coastal Home Health & Hospice is an equal opportunity employer: CHHH does not discriminate against applicants or employees based on race, color, sex, religion, age, national origin, physical or mental disability, sexual orientation or gender identity, family relationship, marital status, veteran status, military service, employment status, or any other classification protected by local, state, or federal law.

If an employee needs accommodation to perform the essential functions of the job as outlined below, he or she should notify his or her supervisor or the Executive Director. CHHH will work with the employee to evaluate whether there is a reasonable accommodation that does not pose an undue hardship on the company.

### **POSITION SUMMARY:**

Administers skilled nursing care to patients on an intermittent basis in their place of residence. This is performed in accordance with physician orders and plan of care under the direction and supervision of the Registered Nurse. Services are furnished in accordance with Agency policies.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*May include, but are not limited to the following:*

- Understands and adheres to established policies and procedures.
- Implements the nursing care plan for each patient.
- Provides nursing services, treatments and diagnostic and preventive procedures as assigned.
- Observes signs and symptoms and reports to the physician and RN reactions to treatments, including drugs and changes in the patient's physical or emotional condition,
- Teaches and counsels the patient and family/significant others regarding the nursing care needs according to the plan of care.
- Maintains accurate and complete records of observations, treatments and care of patient.
- Participates in medical record audit as assigned.
- Attends staff meetings, patient care conferences and in-services as scheduled.
- Participating in patient care conferences/IDT as directed by the Clinical Director.
- Prepares clinical and progress notes.
- Assists the RN in performing specialized procedures as directed.
- Other duties as assigned.



## QUALIFICATION REQUIREMENTS

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

### *Education, Certification, and Licenses -*

- Graduate of an approved school of practical (vocational) nursing and currently licensed in the state of Oregon.
- BLS certification.

### *Experience -*

- One year of nursing practice in a prior home health, hospice or facility setting is required; 3 years preferred.

### *Knowledge of -*

- Nursing techniques and procedures.
- Medical terminology.
- Medication use and effects.
- Medical record keeping practices.
- Electronic medical record use.

### *Ability to-*

- Interpret orders and carry out instructions while exercising judgment within the scope of the position and established nursing practices.
- Work with limited supervision in an independent setting, while able to recognize situations in which supervision and guidance is required.
- Work with computers/programs and able to learn basic software applications.
- Communicate therapeutically with the patient, family, and public and maintain a compassionate, empathetic attitude.

### *Other -*

- Must have Oregon driver's license, car insurance and maintain a good driving record.

## KNOWLEDGE AND SKILLS NECESSARY TO PERFORM JOB RESPONSIBILITIES:

- Understands and is committed to the hospice philosophy of care.
- Understands home health regulations.
- Has comprehensive knowledge of medications, treatment and therapies for pain and symptom control.
- Functions well as a team member.
- Relates to and cares for people from all walks of life in a calm, courteous and professional manner.
- Maintains client confidentiality.
- Understands and works within pertinent state and federal laws and regulations.
- Understands documentation requirements and can complete paperwork in a timely



manner.

- Able to read, write, speak and understand the English language.
- Able to work with interpreters, sign language interpreters, and other individuals who may be needed to assist patients or family members to communicate.

**PHYSICAL DEMANDS/REQUIREMENTS:**

- While performing the duties of this job, the employee is regularly required to operate standard office equipment; reach with hands and arms; talk to patients, family members, answering service, and co-workers, and hear their words; vision requirements include close, distance and ability to adjust focus. The employee is required to walk, stoop, kneel, crouch and climb stairs, adjusting from sitting and standing is required.
- Ability to perform tasks involving physical activity, which may include heavy lifting of supplies, equipment or patients; extensive bending, standing, walking or sitting may be required.
- Ability to deal effectively with stress.
- Ability to drive in a variety of adverse weather conditions, on different road surfaces/conditions, occasionally for lengthy distances or at night.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK CONDITIONS/ENVIRONMENT:**

- Employee may encounter various environmental situations in individual patient homes, including odors, tobacco smoke or animals. Tasks may involve exposure to blood, body fluids or tissues.
- Travel is throughout service area.
- Employee may occasionally be required to work weekdays, holidays or other hours on a rotation basis, as well as on-call rotation.



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**Employee:** \_\_\_\_\_

**Job Description Acknowledgement**

The contents of the attached job description have been discussed with me, and I acknowledge that I have received a copy thereof.

I understand that job descriptions include a summary of job requirements, duties and responsibilities; qualifications, supervisory roles, work environment, and other factors relevant to the position, but do not necessarily cover every task or duty which might be assigned to me as an employee of Coastal Home Health & Hospice, and additional responsibilities may be added as necessary.

Based on the duties outlined in the attached job description, I acknowledge I am able to perform the essential functions of this job with or without reasonable accommodation.

Please explain if necessary:

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*Job descriptions do not form a contract of employment nor in any way alter the "at-will" employment relationship.*

**Signature:**

\_\_\_\_\_

**Date:**

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