



## POSITION DESCRIPTION Home Health LPN

**POSITION SUMMARY:**

Provides professional nursing care to patients in their homes by developing, implementing and evaluating home nursing care needs of assigned patients.

### POSITION DESCRIPTION – Home Health LPN

#### STANDARD

**Environment of Care: Demonstrates knowledge and practice of:**

1. **Safety** - Home/specific safety risks
2. **Security** – Processes for minimizing security risks
3. **Haz Mat/Waste** - Procedures for spills/MSDS
4. **Emergency Preparedness** – Role in emergency situations
5. **Fire Safety** – Role/response in fire actual/drill
6. **Med Equipment** – Safe operation of equipment (see specific list) user error education
7. **Utility Systems** – Emergency procedures for utility failures

**Infection Control: Demonstrates knowledge and practice of:**

8. Policies and procedures
9. Location/use of personal protective equipment
10. CDC Hand Washing Guidelines

**Performance Improvement: Demonstrates knowledge of:**

11. Approach to Performance Improvement
12. How individual is involved in PI program

**Patient Rights: Demonstrates knowledge and practice of:**

13. Patient Rights and Responsibilities
14. Confidentiality Policy – HIPAA
15. Ethical Issue Resolution
16. Organizational Ethics Policy
17. Restraint Policy & procedure, alternatives to restraints

**Risk Management: Demonstrates knowledge and practice of:**

18. Occurrence Reporting
19. Identify and report a sentinel event
20. Sexual Abuse/Allegation Reporting
21. Root Cause Analysis/FEMA

**Certifications**

23. BLS card                      Exp date:
24. Other Certification      Exp date:

**Patient Safety**

25. Non-punitive medical/healthcare reporting
26. National patient safety goals
  - Accuracy of patient identification using patient's name and birth date
27. Fall prevention measures
28. Restraint alternatives
29. Suicide risk factors

**STANDARD**

- 30. Medication safety
  - Look alike, sound alike medications
  - Dangerous abbreviations list
  - Double check system for Heparin and Insulin
  - Safe storage and use of narcotics
  - Check system for infusion pump drug, rate and concentration
- 31. Verbal order/critical test results repeated and verified
- 32. Bed rail safety/risks of entrapment
- 33. Sentinel events alert
  - Preventing needle sticks and sharps injuries
  - Nosocomial infections
  - High alert medications
  - Post operative complications
  - Medication errors related to dangerous abbreviations

**Department Core Competencies**

- 34. Serve as patient/family/significant other advocate in regard to decisions affecting the plan of care
- 35. Documents patient progress and reports significant changes in an accurate, timely manner.
- 36. Identify and document patient/family/significant others educational needs and implement ongoing education relevant to those needs
- 37. Demonstrates skills of accurate assessment, reassessment, development and implementation of plan of care
- 38. Demonstrates knowledge of specific conditions, disease and treatment therapies for the specific patient population
- 39. Demonstrates appropriate assessment, patient/family teaching of management of pain, beginning at admission with reassessment and follow up throughout concluding with discharge planning needs.
- 40. Demonstrates responsibility/accountability for completion of assignments in a timely manner
- 41. Identifies cultural and religious needs, language barriers, physical and psychological limitations.
- 42. Assess, collaborate and coordinate discharge planning needs and readiness for discharge with other members of the health care team on a timely basis.
- 43. Implements plan of care in a safe, accurate and appropriate manner
- 44. Evaluates patient response to plan of care, prioritize and implement the appropriate changes to care
- 45. Demonstrates awareness and respect for the patient/family members/significant other as an individual and as a family unit
- 46. Ability to assign/delegate patient care appropriately to aides based on competency and patient acuity/needs
- 47. Perform supervisory visits of HHA
- 48. Provides direct nursing care including assessment of home and community safety
- 49. Facilitates and participates in meetings to report on patient progress, share resource material and discuss patient care goals
- 50. Coordinates patient care with available community resources
- 51. Communicates with payers, physicians and other stakeholders in regards to patient care
- 52. Ability to work independently without on site access to health care team
- 53. Coordinates the provision of rehabilitation services in the home including home safety, community resources and therapy services to meet patient needs and achieved expected outcomes
- 54. Determines appropriate nursing action in crisis/emergency situations
- 55. Regularly reevaluates the nursing needs of patients and prepares recertification
- 56. Complies with Medicare conditions of participation
- 57. Schedules home visits as assigned
- 58. IV Therapy
- 59. Phlebotomy
- 60. Aseptic technique
- 61. Staple/suture removal
- 62. Chest tube care
- 63. Tracheotomy care
- 64. Pronouncement of patient
- 65. Wound care and skin care protocols
- 66. Ostomy care

**STANDARD****Age Specific Competencies****Knowledge**

67. Demonstrate knowledge of growth and development

68. Criteria to identify victims of abuse and neglect

**Skills**

69. Performs age specific nursing assessments and develops interdisciplinary plan of care

70. Provides age appropriate nursing care

71. Assists in age specific medical data collection for nursing assessments

72. Plans care with frequent breaks for elderly patients

73. Implements appropriate skin care protocols to maintain skin integrity

74. Performs age specific treatments utilizing proper equipment

75. Assesses age specific safety issues

76. Demonstrate age appropriate communication skills

77. Demonstrates ability to provide age specific teaching and discharge planning for patient and family/significant others

**Service Standards**

78. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.

79. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.

80. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.

81. Gives all customers their full attention and treats them with dignity, respect and understanding.

82. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.

83. Safeguards patient confidentiality in all forms of communication.

84. Works effectively with others toward achieving common goals including morale and teamwork.

85. Interacts compassionately and in a timely manner with all customers.

**Equipment – Demonstrate Safe and Effective Use**

86. Setup of portable oxygen

87. Holter monitor

88. Electronic thermometer

89. Traction

90. Home vents

91. NG tube / suctioning

92. Foley catheters

93. Home dialysis units

94. Specialty beds

95. Feeding pump

96. IV pump

97. Drains (Hemovac, JP)

98. Infusion pump

99. PCA

100. TENS

101. Apnea monitor

102. Cardiac monitor

103. AED/ Defibrillator

104. Anti embolic stockings

## POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: Home Health LPN

Department: Nursing/Patient Care Services

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### EDUCATION

- Less than high school
- High school or GED
- Vocational/Technical
- Degree – RN
- 4 year/Bachelor's Degree
- Post Graduate Degree
- License/Certification – current LPN license in state of practice
- Knowledge of state, federal, JCAHO regulations

### EXPERIENCE

- One year med/surg experience in an acute care hospital

### SKILLS

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written instructions
- Transcription
- BLS
- ACLS
- Computer
- Management/Planning Skills

### PRE-PLACEMENT TESTING

- Minimum score of on Clerical test
- Minimum typing of wpm
- Minimum score of 84 on PCT test
- Minimum score of 84 on WS test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 84 on Nursing medication test

### AGE OF PATIENTS SERVED (For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
- Child/Peds (1 - 12 yrs)
- Adolescence (13 - 18 yrs)
- Adult (19 - 65 yrs)
- Geriatric (66 + yrs)

### MENTAL AND EMOTIONAL REQUIREMENTS

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined and/or crowded
- Concentration to detail
- Memory for detail

### HAZARDS

- Exposure to toxic/caustic/chemicals/detergents
- Exposure to extreme conditions, hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to x-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to blood and/or body fluids
- Exposure to excessive sunlight, or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment
- OTHER:

### PHYSICAL REQUIREMENTS (See definitions on next page)

- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work

*The minimum requirements of this position require the individual to:*

- Stand for 4 hour(s) per day
- Sit for 2 hour(s) per day
- Walk for 2 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision
- Have good writing ability

*Evaluate the requirements and activity percentage in time for this position based on the following:*

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 2 Climbing
- 3 Bending
- 3 Crouching
- 3 Squatting
- 2 Crawling
- 3 Kneeling
- 4 Balancing
- 2 Pulling with force
- 2 Reaching above head
- 3 Reaching above shoulder
- 3 Twisting at waist
- 4 Push/pull (up to 75 lbs.)
- 3 Lift/carry (up to 75 lbs.)
- 2 Lift from floor level up
- 3 Lift from waist level up
- 2 Lift above shoulders/head

## POSITION (MINIMUM) REQUIREMENT CHECKLIST

### LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

1. Gloves
2. Gown
3. TB mask (if respirator fit tested)
4. Goggles
5. Mask
6. Booties

### LIST OTHER MINIMUM REQUIREMENTS:

#### OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

#### OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

#### COMPRESSED GAS USAGE

- Yes
- No

#### DEFINITIONS:

SEDENTARY WORK:	Prolonged periods of sitting and exert up to 10 lbs. force occasionally.
LIGHT WORK:	Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.
MEDIUM WORK:	Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly.
HEAVY WORK:	Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.
VERY HEAVY WORK:	Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

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Employee Signature

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Date