



Job Description

Job Title: Licensed Practical Nurse
Reports To: Registered Nurse/Supervisor
FLSA: Non-Exempt
Date: March 2012

Job Purpose: Assess plans and delivery of client care as appropriate to provide services in accordance with Agency policies under the direction of the Registered Nurse. Promotes and restores clients' health by completing the nursing process; collaborating with physicians and multidisciplinary team members; providing physical and psychological support to clients, friends, and families according to scope of practice as defined by state law and regulations.

Summary: This position is primarily responsible for providing state assessments per all state regulations, initial and ongoing assessments of each client, supervision of Home Health Aide(s), CNA(s), Personal Care Worker(s), and Home Support Worker(s). This position is responsible for the overall direction, coordination and evaluation of the staff in accordance with the medical assistance personal care program, both in the States of Wisconsin and Minnesota. The LPN carries out supervisory responsibility in accordance with the company's policies and applicable law.

Essential Duties and Responsibilities:

- The duties of the LPN may include delivering nursing services in accordance with agency policies
- Identifies client care needs by establishing personal rapport with potential and actual clients and other persons in a position to understand care needs.
- Abide by all federal and state regulations pertaining to agency's services
- Perform initial and renewal assessment of health and fitness of clients
- Complete check of the health of the client through observation of blood pressure, body temperature, client history and symptoms.
- Participates in the planning and coordination of total Client care in conjunction with the RN Supervisor and physician, as well as assisting in the performing of specialized procedures.
- Prepares summaries in cooperation of the RN Supervisor
- Receive written physician's order's, to be renewed once every three months or up to one year if physician deems appropriate or when client's needs change
- Notify physician, medical personal and or any other representative of significant changes observed or reported in the client's condition and or environment



Personal Care Agency

- Establishes a compassionate environment by providing emotional and psychological to clients, friends, and families.
- Promotes client's independence by establishing client care goals; developing a care plan with consideration to client's choice, teaching staff, client, friends, and family to understand condition, medications, and self-care skills; answering questions.
- Understands human relationships between and among clients and personnel, clients and families, families and personnel; recognizes and understands cultural backgrounds and spiritual needs, respects the religious beliefs of individual patients.
- Give written instructions with demonstration of cares/ongoing evaluation of staff, implement reporting process
- Assures quality of care by adhering to therapeutic standards; measuring health outcomes against client care goals and standards; making or recommending necessary adjustments; following standards of care set by state board of nursing, state nurse practice act, and other governing agency regulations.
- Resolves client problems and needs by utilizing multidisciplinary team strategies.
- Maintains safe and clean working environment by complying with agency's procedures, rules, and regulations; calling for assistance from health care support personnel.
- Protects clients and employees by adhering to infection-control policies and protocols, medication administration and storage procedures, and controlled substance regulations.
- Completion of Personal Care Screening Tool, Nursing Assessment, Plan of Care(485), Care Plan and any other necessary documentation
- Documents client care services by charting in client and agency records.
- Maintains continuity among nursing teams by documenting and communicating actions, irregularities, and continuing needs.
- Maintains client confidence and protects operations by keeping information confidential.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains nursing supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies; using equipment and supplies as needed to accomplish job results.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Maintains a cooperative relationship among health care teams by communicating information; responding to requests; building rapport; participating in team problem-solving methods.



Personal Care Agency

- Contributes to team effort by accomplishing related results as needed.
- RN services
- Take “on Call” as assigned
- All other duties assigned by supervisor

Supervisory Responsibilities: This position supervises CNA, Home Health Aides, Personal Care Worker and Home Support Worker assigned to work with all Clients. This position is responsible for the overall direction, training, coordination and evaluation of these workers. The LPN carries out supervisory responsibility in accordance with the company’s policies and applicable law.

Skills/Qualifications:

1. Clinical Skills, Nursing Skills, Bedside Manner, Infection Control, Physiological Knowledge, Administering Medication
2. Medical Teamwork
3. Multi-tasking, Listening, Verbal Communication, computer skills, working knowledge of modern business software
4. Health Promotion and Maintenance
5. One year supervisory or administrative experience pertaining to homecare, personal care and related services.

Competencies:

1. Leadership. Teamwork. Clear oral and written communication. Problem Solving. Quality Management. Innovative. Attention to Detail.
2. Identify and resolve problems in a timely manner. Develop alternative solutions. Focusing on solving conflict.
3. Maintain confidentiality.
4. Balance team and individual responsibilities.
5. Exhibits confidence in self and others. Inspire and motivate others to perform well.
6. Manage difficult and emotional client situations.
7. Works with integrity and ethically. Upholds organizations values.
8. Adapts to changes in the work environment. Able to deal with frequent changes, delays, or unexpected events.

Qualifications: To perform this job successfully, and individual must be able to perform each essential duty satisfactorily.

- 1) Currently licensed as a Licensed Practical Nurse (LPN) in the State of Wisconsin and/or Minnesota (must be able to be licensed in both states);



Personal Care Agency

- 2) Maintain a current and good standing license with the Wisconsin and/or Minnesota State Board of Nursing as a Licenses Practical Nurse;
- 3) Training and experience in the provisions of personal care services or in a related program; and
- 4) At least one year of supervisory or administrative experience pertaining to personal care and related services.
- 5) Computer skills, working knowledge of modern business software.

Education and/or Experience:

1. Graduate of an approved program of practical nursing; and
2. One year nursing experience in the provision of personal care services or in a related program; and
3. One year of supervisory or administrative experience in personal care services or in a related program.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand, walk, use hands to finger, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch and crawl. The employee must regularly lift and/or move up to 50 pounds.