

## HOOSIER UPLANDS HEALTH CARE DIVISION

500 West Main Street

Mitchell, IN 47446

### JOB DESCRIPTION

**JOB TITLE:** Hospice Licensed Practical Nurse (LPN)

**LOCATION:** Entire Agency Service Area

**DIVISION:** Hospice

**REPORTS TO:** Clinical Services Supervisor

#### **Job Summary:**

The Hospice LPN will supplement the nursing care needs of an assigned group of patients/families, under the direction of a registered nurse (RN), as provided by the registered nurse (RN) in the plan of care. Skilled nursing services will be given in accordance with physician's orders and are established by the Hospice Interdisciplinary Team (IDT) under the direction of a registered nurse in accordance with the Indiana Nurse Practice Act (IC 25-23-1).

#### **Job Relationships:**

A. Supervised by Clinical Services Supervisor

B. Interrelationships: Works closely with members of IDT in providing patient care.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned:

1. Assist the patient and family in learning appropriate self-care techniques.
2. Insures communication of information with the Hospice Patient Care Coordinator and/or other appropriate team members both verbally and through appropriate written reports and records.
3. Inform the physician, dentist, chiropractor, podiatrist or optometrist of changes in the patient's condition and needs, after consulting with a supervising RN.
4. Carry out physician, dentist, chiropractor, podiatrist or optometrist orders (oral and written), under the direction of a RN.
5. Prepares clinical and progress notes, documenting outcome of intervention.
6. Participates in LPN on-call rotation to insure availability on a 24-hour, 7 day a week basis to patient/caregivers.
7. Attends calling hours, funeral and/or memorial service for patient.
8. Participates in bereavement program for hospice families and/or significant others as appropriate.
9. Attends IDT meetings to provide nursing perspective.
10. Participates in inservice programs.
11. Exemplifies familiarity with Hospice policies and with regulations of state and federal bodies with influence policies.
12. Provides services in accordance with agency policies and regulations that define scope of practice.
13. Assists the RN and/or physician in performing specialized duties related to end-of-life care according to agency policy.
14. Assists the RN in carrying out the plan of care.
15. Provide RN Team Leader with information for patients Plan of Care and 60 day

summary as requested.

16. Prepares equipment and materials for treatment adhering to aseptic technique as required.
17. Demonstrate appropriate infection control measures and utilization of universal precautions.
18. Adhere to agency policy on confidentiality.
19. Interact positively with clients and their families and/or caregivers, as well as the public.
20. Remain abreast of trends and developments in the nursing field.
21. Understand and accept the philosophy, purpose and ideas of HUEDC.
22. Assesses patient/family response to care.
23. Makes routine home care nursing visits as assigned.
24. Provide respite care/extended hours care when assigned.
25. Performs other duties as assigned by the Clinical Services Supervisor.

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of HUHCD.

**Mathematical Skills:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**Qualifications:**

1. Graduate of an accredited LPN program.
2. Current Indiana LPN licensure
3. One year experience in oncology and/or hospice training preferred.
4. Have a valid Indiana drivers license
5. Carry valid automobile insurance.
6. Dependable automobile and the ability to drive in inclement weather.

**Physical Demands & Work Environment:**

The physical demands and work environment as described on the ergonomics sheet are representative of those that must be met by an employee to success fully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Job Description Review:**

I have read and understand the job description for the position of Hospice LPN

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**SIGNATURE**

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**DATE**

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