

**JOB DESCRIPTION**  
**Licensed Practical Nurse**

**REPORTING RELATIONSHIP:**

Supervised by: Director/Administrator/Manager of Patient Care Services  
Positions Supervised: N/A  
Interrelationships: Patients, family, IDT and other health care team members

**JOB SUMMARY:**

A qualified Licensed Practical Nurse administers nursing care to terminally ill Hospice patients as needed. This is performed in accordance with physician orders and IDT plan of care under the direction and supervision of the Registered Nurse. Services are furnished in accordance with Hospice policies.

**QUALIFICATIONS:**

Educational/Degree: Graduate of a state approved school of practical nursing.  
Training/Licensure: Currently licensed as a licensed practical nurse in the state in which practicing.  
Knowledge/Skills/Ability: Acceptance of philosophy and goals of Hospice. Ability to exercise initiative and independent judgement. Either at least one (1) year of experience in Hospice OR completion of a Hospice training program prior to providing care.  
Experience: At least one (1) years of nursing experience. At least one (1) year of experience in Hospice, preferred.

**JOB FACTORS:**

**Physical Requirements:**

Ability to perform the following tasks if necessary:

- Ability to participate in physical activity.
- Ability to work for an extended period while standing and being involved in physical activity.
- Heavy lifting.
- Ability to do extensive bending, lifting and standing on a regular basis.

**Mental Requirements:**

Must be able to work independently, make judgements based on information available and act accordingly. Must be willing to make decisions based on what is best for the entire Hospice IDT. Must be flexible, innovative and possess good interpersonal skills. Must be able to cope with mental and emotional stress and demonstrate emotional stability.

**Working Conditions:**

Be able to tolerate exposure to elements including, but not limited to, odors, blood, body fluids and excrements, adverse environmental conditions and hazardous materials.

**Transportation:**

Must have a current valid driver's license, auto liability insurance and reliable transportation.

**ESSENTIAL FUNCTIONS:**

1. Understands and adheres to established policies and procedures.
2. Implements the IDT nursing care plan for each patient.
3. Provides nursing services, treatments and diagnostic and preventive procedures as assigned.

4. 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.
5. Teaches and counsels the patient and family/significant others regarding the nursing care needs and other related problems of the patient at home.
6. Evaluates with registered nurse the effectiveness of the aides nursing service to the patient and family under the guidance of the registered nurse.
7. Maintains accurate and complete records of observations, treatments and care of patients.
8. Participates in medical record audit as assigned.
9. Attends staff meetings, IDT conferences and inservices as scheduled.
10. Takes on-call duty, nights, weekends and holidays as assigned.
11. Is responsible for:
  - Submitting any changes in schedule to the Director or Assistant Director of Nursing daily.
  - Participating in IDT conferences to discuss the need for involvement of other members of the health team.
12. Prepares clinical and progress notes.
13. Assists the physician and RN in performing specialized procedures.
14. Prepares equipment and materials for treatments.
15. Observes aseptic technique as required.
16. Assists the patient/family in learning appropriate self-care techniques.
17. Ability to efficiently and effectively utilize iPad, laptop, PC, and Brightree system, among other technological components of job.

I have read the above job description and understand the duties and responsibilities associated with the position. I can perform the essential functions of this position without specific accommodations.

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*Employee Signature*

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*Date*