

ANCHOR HOME HEALTH CARE

Job Description Form

v10-27-17

Job Title	Private Duty Licensed Practical Nurse (LPN)
Direct Supervisors	Designated Nursing Supervisor & Staffing Coordinator
JOB PURPOSE	
<p>The Private Duty LPN is a highly qualified health care provider who through education and experience possesses a distinct body of knowledge and skills. He/she applies that knowledge and skills in assessing and evaluating client response to actual or potential health problems. The Private Duty LPN promotes and restores clients' health by providing skilled care and collaborating with AHHC Supervisors, co-workers and other medical professionals engaged in the care of the client.</p> <p>The location where AHHC nursing staff provide services varies by client. Services may be performed in settings such as a client or family member's home, at a public/private school, out in the community while assisting client's to appointments or with errands.</p>	
JOB REQUIREMENTS	
<ul style="list-style-type: none">• Must be licensed as a Licensed Practical Nurse in the state of Illinois.• Must be certified to provide basic cardiac life support.• Preferably have at least one year's nursing experience in a direct hands-on position in either a facility or home care setting.• Must have the ability to function in any home situation regardless of age, race, creed, color, sex, disability or financial condition of the client.• Must have the ability to work flexible hours as required to meet identified client needs.• Must be able to speak, write, read and comprehend English.	
JOB SKILLS	
<ul style="list-style-type: none">• Must possess strong time management and organizational skills.• Must be able to write legibly in order to complete service documentation.• Must be able to work independently without direct on-site supervision.• Must possess the disposition and personality to work harmoniously with a wide variety of people and all levels of staff and interact professionally as a member of a team.• Must have the ability to adapt to changing organizational and client needs.• Must possess absolute integrity and the use of good judgment to handle the professional and confidential nature of assignments.	
PHYSICAL REQUIREMENTS	
<u>MENTAL FACULTIES & GENERAL DISPOSITION:</u>	
<ul style="list-style-type: none">• Nurses must be fully capable of assuming sole responsibility of care for medically complex patients in a private home setting where there is no immediate on-site relief or assistance.• Nurses must have lucid, clear cognitive functioning in order to both provide required care during the shift as well as give appropriate report to oncoming caregiver at the end of his/her shift.	
<u>VISUAL APTITUDE:</u>	
<ul style="list-style-type: none">• Nurses must be able to see with or without the aid of glasses/contacts in both normal and low light settings.• Visual aptitude is necessary in order to appropriately monitor both the individual client as well as his/her equipment for signs of distress as well as to perform the routine full body assessment of the client which is required at least two times per shift.• Nurses must be able to distinguish color in order to determine signs of medical issues such as blood in urine, pale skin color, cyanosis, color of secretions, etc.	

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<u>HEARING APTITUDE:</u>	
<ul style="list-style-type: none"> • Nurses must be able to hear with or without the use of hearing aids. • Hearing aptitude is necessary in order to effectively monitor the client for signs of distress as well as his/her equipment for signs of malfunction as well as to perform the routine full body assessment of the client which is required at least two times per shift. • Hearing aptitude is necessary in order to communicate effectively with patients' family, co-workers, medical professionals and EMS to relay both clinical and emergency information as needed throughout the shift both in person and via phone. 	
<u>TACTILE APTITUDE:</u>	
<ul style="list-style-type: none"> • Nurses need at least a moderate level of tactile aptitude in order to carry out nursing assessment duties such as determining warmth of skin, feeling pulses, determining bilateral grips, etc. 	
<u>PHYSICAL APTITUDE:</u>	
<ul style="list-style-type: none"> • Private duty nursing typically requires quite a bit of physical activity such as walking, standing, lifting clients & equipment, stretching, reaching, balancing, crouching and bending. • Private duty nursing care involves frequent pushing, pulling, repositioning, and lifting both clients and equipment. • Nurses must be able to lift up to 50lbs with no restrictions in order to be freely assigned to any AHHC client. Nurses with self-directed or physician guided restrictions of lesser weight limits will be assigned to AHHC clients on an individual case-by-case basis evaluating each client's weight and that of his/her equipment in consideration of the restriction in order to determine if the nurse is permitted to work with that particular client. • Nurses are frequently in homes/schools with multiple levels requiring nurses to walk up/down stairs while sometimes carrying necessary equipment or small pediatric clients. • Care of pediatric patients is frequently performed with the client lying on the floor; nurses must be able to fluidly move from the floor to a standing position during his/her shifts. • Private duty nursing often requires longer work days and varied schedules with individual shifts frequently lasting 10-16 hours. • Nurses must have the wrist/hand/finger dexterity necessary to legibly write or type frequently throughout the entire shift on various required agency forms. 	
JOB DUTIES	
<ul style="list-style-type: none"> • Complies with the practice's privacy policies and procedures for the management of protected health information (PHI), including the Notice of Privacy Practices. • Provides nursing care based on the plan of treatment, prepares equipment & material for treatments and procedures, practices aseptic & sterile technique & administers medications as appropriate for the client's care and safety. • Record legible, accurate, detailed service documentation as care is being provided during each individual shift. • Records orders/order changes from medical professionals and reports to Nursing Supervisor. • Report changes in patients' conditions to family, co-workers, Nursing Supervisor and other medical professionals as directed. • Maintains a safe & therapeutic environment for the client. • Initiates emergency procedures when necessary. • Assists with the orientation of new staff as needed. 	

REVIEWED BY	Jan Sensel, Director of Clinical Services & Beth Albert, Administrator
APPROVED BY	AHHC Board of Directors