



LICENSED PRACTICAL NURSE JOB DESCRIPTION

EDUCATION:

Licensed to practice as a Licensed Practical Nurse in the state of North Carolina. Current CPR Certification and valid NC Driver's License required.

EXPERIENCE:

One year of current nursing experience required, preferably in medical-surgical, intensive care, or emergency room. Previous experience in the home setting desired.

ACCOUNTABILITY:

The Licensed Practical Nurse (LPN) reports to the RN Supervisor.

FUNCTIONS:

The Licensed Practical Nurse functions as a team member of First Choice Home Care, Inc. The LPN is responsible to provide competent, quality nursing care according to a plan of care developed by a Registered Nurse, and is accountable for assessments, and decisions that are based on educational preparation and the North Carolina Licensed Practical Nurse scope of practice.

Responsibilities include but are not limited to the following:

1. Knowledge of FCHC, Inc. Policies and Procedures.
2. Knowledge of Corporate Compliance Plan, Program Integrity, HIPAA, and Patient Rights and Responsibilities.
3. Conducts self in a professional manner maintaining the Agency code of ethics.
4. Demonstrates courteous, cooperative, respectful behavior.
5. Dresses in a professional manner according to dress code.
6. Understands, practices, and assures compliance with Standard Precautions and Infection Control procedures.
7. Maintains confidentiality of all matters related to the client and/or organization affairs.
8. Provides Agency with copies of continuing education as required for LPN licensure.
9. Participates in the nursing process through: (a) assessment of patient; (b) planning of patient care; (c) implementing and following the patient care plan; (d) evaluating patient care; (e) keeping supervising Registered Nurse informed.
 - a. Identifies and provides for physical, emotional, and developmental needs of the patient.
 - b. Incorporates findings into the provision of care.
 - c. Explains procedure to be done to the patient.
 - d. Maintains a clean and safe environment.

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- e. Follows the plan of care as prescribed by the physician.
- f. Receives and documents telephone orders appropriately ensuring current orders.
- g. Provides for and respects the patient's privacy and confidentiality.
- h. Notifies appropriate persons promptly of unusual reactions and changes in condition.
- i. Communicates with appropriate personnel in response to an emergency situation.
- j. Documents all pertinent information appropriately.

Other Qualifications:

- 1. Able to stand, bend, stoop, squat, kneel and reach freely.
- 2. Able to freely lift up to a maximum of 50 pounds.
- 3. Able to hear, read, write, and speak clearly.
- 4. Able to interpret technical instructions related to office equipment.
- 5. Ability to make sound judgments regarding customer service.
- 6. No facial piercings or excessive or offensive tattoos.
- 7. Men will be cleanly shaven or facial hair neatly trimmed.

Evaluations:

Performance evaluations are conducted by the Administrator.

I have reviewed my job description and agree to perform all duties mentioned to the best of my ability. I understand my job duties may change as the needs of the agency change. I further agree to notify my immediate supervisor if I am unable to complete any of my job duties in a timely manner.

Employee Signature
Licensed Practical Nurse

Date