

## **JOB DESCRIPTION**

Job Title: **Licensed Vocational Nurse (LVN)**

Reports to: Agency Director of Nursing and/or RN Supervisor

### **POSITION SCOPE:**

1. To ensure quality and safe delivery of home health care services.
2. To provide direct skilled home health care services that reflect the home health care Agency philosophy and standards of the Agency

### **POSITION QUALIFICATIONS:**

1. Graduate of an accredited school of vocational nursing
2. Current licensure as a Vocational Nurse with the Texas Board of Nurse Examiners
3. Yearly TB test or chest x-ray every two years.
4. One year recent experience as LVN in Hospital Med - Surg or other acute care setting, Home Health Care or Public Health Nursing

### **POSITION REQUIREMENTS:**

1. Visual/hearing ability sufficient to comprehend written/verbal communication.
2. Ability to perform tasks involving physical activity, which may include heavy lifting and extensive bending and standing.
3. Ability to deal effectively with stress.

### **PERFORMANCE RESPONSIBILITIES AND STANDARDS:**

1. Ensures quality and safe delivery of home health care services.
  - a. Participates in development and implementation of patient plans of care per home health care agency policy and procedures.
  - b. Participates in patient case conferences according to home health care agency policy and procedure as appropriate.
  - c. The provided nursing care reflects client plans of care.
  - d. Information regarding patient plans of care is submitted to the Registered Nurse in a timely manner.
  - e. Patient clinical record documentation reflects delivery of quality and safe health care services.
2. Implements current nursing practice.
  - a. Patient plans of care are discussed with Registered Nurse on a regular basis.
  - b. Nursing interventions are implemented for patient plans of care.
  - c. Patient clinical records are documented per home health care agency policy and procedure.
  - d. Patient assignments and reports are received from the Registered Nurse.
  - e. Infection control and safety policies and procedures are implemented per home health care agency policy and procedures.
  - f. Identified clients needs are communicated to the Registered Nurse in a timely manner.

- g. Clinical care is implemented per home health care agency policies and procedures.
  - h. Patient's overall appearance reflects good personal hygiene.
  - i. Patient environment is neat and orderly.
  - j. Procedures and treatments are implemented and documented appropriately.
  - k. Observations of patient condition are accurately reported to the Home Health Registered Nurse.
    - l. Patients are assisted to meet socialization needs.
    - m. Assignments are organized and completed on time.
    - n. Patient requests are responded to promptly.
    - o. Proper body mechanics are utilized consistently.
    - p. The Registered Nurse is notified upon return to the home health care agency.
    - q. Daily patient reports are given to the Registered Nurse.
3. Fulfills additional performance responsibilities as assigned and as necessary.
- a. Additional performance responsibilities are fulfilled accurately and in a timely manner.
4. Promotes effective written/verbal communication.
- a. Skill in conflict resolution is demonstrated.
  - b. A positive work environment is promoted for home health care staff members.
  - c. Information regarding changes in home health care agency operations and policies and procedures is communicated to home health care agency staff members in a timely manner.
  - d. Consistent and concise lines of authority and responsibility are maintained.
  - e. Participation in appropriate committee meetings is demonstrated per home health care agency policy and procedure.
  - f. Cooperation with home health care agency staff members and the Director of Nursing pursuant to home health care agency philosophy and objectives is demonstrated.
  - g. Participation in home health care agency events is demonstrated.
  - h. Documentation of information regarding interpretation of home health care agency philosophy, objectives and long range plan is demonstrated as necessary.
  - i. Consultation with Agency Registered Nurse or Director of Nursing is initiated as issues and concerns require.
5. Provides information regarding equipment and supply needs of the home health Agency.
- a. Information regarding equipment and supply needs of the home health care agency is submitted to the Director of Nursing or Agency RN in a timely manner.
  - b. Participation in the implementation of the home health care agency budget to ensure operation within approved limits is demonstrated.
  - c. Utilization of equipment and supplies in a cost-effective manner is demonstrated.

6. Complies with home health care agency policies and procedures.
  - a. Job performance of LVN is demonstrated to be in compliance with home health care agency policies and procedures.
  - b. Participation in developing home health care administrative and clinical policies and procedures is demonstrated as appropriate.
  - c. Need for changes in home health care administrative and clinical policies and procedures is communicated to a Registered Nurse or Director of Nursing of Agency.
  - d. Participation in implementing systems for evaluating home health care agency delivery of services is demonstrated.
  - e. Participation in the development and implementation of emergency policy and procedures is demonstrated.
  - f. Maintenance of confidentiality of client information is demonstrated per home health care agency policy and procedure.
  - g. Infection control and safety measures re implemented per home health care agency policy and procedure.
  - h. Client concerns are consistently addressed per home health care agency policy and procedure.
  - i. Current professional licenses of Home Health Care Licensed Vocation Nurses are maintained and documented.
7. Promotes education for patient/patient families and the community.
  - a. Identification of patient/patient family and community needs is demonstrated.
  - b. Participation in educational programs to address identified patient/patient family and community education needs is demonstrated.
8. Participates in personal professional growth and development.
  - a. Professional career objectives are developed and implemented.
  - b. Current knowledge regarding professional career development in the delivery of health care services is demonstrated.
  - c. Review of current literature regarding health care is demonstrated.

**JOB DESCRIPTION REVIEW:**

I have read and understand the job description for the position of Licensed Vocational Nurse for Agency.

**I have read and understand the Agency's policies and procedures and agree to abide by them.**

I also understand that all required paper work must be documented accurately and completely and submitted on time in order for payroll department to authorize payment for me for visits during that payroll time period.

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Signature of Licensed Vocational Nurse

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Date