Licensed Vocational / Practical Nurse (LVN/LPN)  
Job Description

Reports to:  
Work Site Supervisor

Revised: 05/2012 ©2012 Supplemental Health Care

General Purpose:
The Licensed Vocational Nurse or Licensed Practical Nurse provides care to patients of all ages, within scope of experience and training in the inpatient, clinic, physician office, outpatient and/or other facility settings. Administers nursing care using good judgment, methods and skills under the direction of a Registered Nurse or Physician. The Licensed Vocational/Practical Nurse is responsible and accountable for making decisions that are based on the individual's educational preparation and experience in nursing. They are responsible for performing tasks and procedures that are: within the scope of his/her educational preparation and knowledge; permitted by the policies and procedures of Supplemental Health Care and the facility requesting the services; and permitted by other local, state, and federal guidelines.

Essential Functions:
• Responsible for: assisting providers with patient examinations, therapeutic measures, and procedures. Monitor and record physiological measurements. Provide treatment to patients per protocols.
• Activities may include:
  - Assessing, planning, implementing and evaluating patients and patient care.
  - Identifying and providing for physical, emotional, and developmental patient needs.
  - Counseling and providing health teaching to patients and their families; explaining the procedures planned for the patient.
  - Maintaining a clean and safe environment.
  - Following Universal Precautions and Infection Control Procedures.
  - Ability to establish communication with appropriate sources in response to emergency situations.
  - Providing for and respecting the patient's privacy and confidentiality.
  - Assisting with admission and discharge of patients.
  - Notifying appropriate persons promptly of unusual reactions and changes in conditions.
  - Documenting all pertinent information appropriately.
  - Receiving and giving report.
  - Safeguarding and inventorying equipment and supplies.
  - Demonstrating courteous, cooperative, and respectful behavior.
  - With the education and/or documented skills, may perform certain treatments/procedures, provided that the institution's policies and the state/provincial regulatory acts allow their performance such as venipuncture and initiation and/or administration of IV therapy.
  - Certain assignments require special experience and proven competency and only Licensed Vocational/Practical Nurses with documented experience are assigned to such roles as Charge Nurse and Team Leader.
  - Certain units and settings, such as home care, require special training, skills and proven competency, in addition to the usual skills of the Licensed Vocational/Practical Nurse. Only Licensed Vocational/Practical Nurses with documentation of the appropriate skills are assigned to these areas.

Responsibilities:
• The Supplemental Health Care Licensed Vocational/Practical Nurse accepts responsibility for his/her own actions and:
  - Assists Supplemental Health Care in determining skills and specialties.
  - Accepts only assignments for which qualified.
  - Verbalizes knowledge and purpose of patient rights and responsibilities.
  - Practices safely and competently within the job description.
  - Complies with an institution's policies and procedures.
  - Communication with Supplemental Health Care about problems and other concerns.
  - Informs supervisor of patient changes or needs.
  - Complies with state/provincial regulatory acts.
  - Follows the physician's and multidisciplinary plan of care.
Minimum Requirements:

- Education: Graduate of an accredited School of Nursing.
- Licensing:Licensed to practice as a Vocational or Practical Nurse with an active license in the state(s) in which employed.
- Training and experience: Unless otherwise indicated, one year of current experience within the last three years in a comparable job classification required.
- Maintenance of current Cardio Pulmonary Resuscitation (CPR) for HealthCare Workers or Basic Cardiac Life Support (BCLS) certification for HealthCare workers
- Educated on and compliant with HIPAA regulations; maintains strict confidentiality of client information.
- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.
- Able to wear personal protective equipment (e.g., face mask, goggles, latex/non-latex gloves) as needed.
- Ability to work effectively within role independently and with other team members.
- Ability to organize and complete work in a timely manner.
- Ability to read, write and effectively communicate in English.
- Ability to understand medical/surgical terminology.
- Health Requirements- In good health and able to work without restrictions as evidenced by Health Statement.
- Compliance with Supplemental Health Care's pre-assignment and medical requirements including: current TB screen, or Chest X-ray and questionnaire if proof of positive TB screen; Measles/Mumps/Rubella immunizations or titers indicating immunity; Hepatitis B Information or Waiver; and any additional state or facility medical requirements.
- Physical Demands-Stooping, turning, bending, squatting, kneeling and the ability to lift up to 50 pounds; constant/repetitive standing; requires normal, correctable vision and hearing, and the ability to accurately discern color as necessary to perform job functions.

The above statements reflect the general details necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

In the following paragraphs, Supplemental Health Care is referred to as the “Company”. The Health Care Professional will receive or have access to information about the “Company’s” customers, referral sources, Health Care Professionals and applicants, as well as information including, but not limited to customer lists, applicant lists, applicant resumes, information pertaining to customer business preferences, computer programs, financial data, contracts, statistics, manuals, files, techniques and procedures, all of which is the “Company’s” confidential property and which shall be considered “Trade Secrets”. The Health Care Professional agrees to keep all Trade Secrets in strictest confidence at all times and acknowledge that these belong to the “Company” or are related to its business. At no time during or after work status will the worker use or disclose to any person any Trade Secrets belonging to the “Company” or the “Company’s” predecessors and successors of interest, or its subsidiaries, affiliates, licensees, or franchisees, used or made available to them in the course of their work status. Immediately upon the termination of work status, or upon request by the “Company”, the Health Care Professional will return to the “Company” all Trade Secrets and other materials or property of the “Company” in their possession, including all copies thereof, in whatever form they exist.

The Health Care Professional will receive or have access to information about patient/client medical records ("Patient Information"), all of which is confidential property. The Health Care Professional agrees to keep all Patient Information in strictest confidence at all times. At no time during or after work status will the Health Care Professional use or disclose to any person any Patient Information made available to them in the course of their work status. Immediately upon the termination of work status, or upon request by the “Company”, the Health Care Professional will return all Patient Information and other materials or property of the “Company” in their possession, including all copies thereof, in whatever form they exist. Violation of confidentiality is cause for disciplinary action, including immediate termination.

Furthermore, the Health Care Professional will read and abide with the policies outlined in the “Orientation Handbook for Health Care Professionals” and is responsible to comply with any revisions that are communicated. The “Orientation Handbook for Health Care Professionals” describes important information about Supplemental Health Care; the Health Care Professional should consult their representative regarding any questions not answered in the handbook.

Health Care Professionals will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor on behalf of the “Company”. All duties and responsibilities contained in this job description are essential job functions.
This document does not alter the “at will” nature of the relationship between the “Company” and Health Care Professional.

Health Care Professional Acknowledgement:
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 department change. I further agree to notify my immediate supervisor, if I am unable to complete any of my job duties in a timely manner.

________________________
Signature

________________________  __________________________
Name & Title  (please print)  Date