



1002 E. Newport Center Drive, Suite 200, Deerfield Beach, Florida 33442

LPN/LVN – JOB DESCRIPTION

Job Summary

The License Practical Nurse is a professional member of the healthcare team and provides skilled nursing care to patients in compliance with the Nurse Practice Act in the state of practice. The LPN is responsible for the total care of all assigned patients and works under the supervision of the Register Nurse (RN) and Patient Care Management. The LPN also is responsible to coordinate office activities to ensure efficient and smooth operation of office paperwork/systems, and backup for office/triage RN.

Organizational Behaviors

Change & Grow; Achievement; Respect & Respond; Energy & Initiative; Superior Skills.

Skill-Based Competencies - Abilities:

Mental Power: Ability to exercise choice in how work is accomplished with independence to operate within established policies, procedures and schedules.

Physical Power: Sit 2 hours a day. Walk on feet 6 hours a day. Stand/reach/forward bend. Push/pull carts and wheelchairs frequently. Assumes and maintains various postural positions from ground to overhead. Hand/wrist/finger movement. Transfer patients form bed and wheelchairs.

Qualifications

- It is required that all LPN's have the 30 hour IV course required by the Florida Board of Nursing to practice in HCA facilities. List date that this course was completed.
- Shows evidence as having graduated from an accredited school of nursing.
- Has current, legal licensure with the appropriate State Board of Nursing.
- Has actively been practicing age specific skills in nursing for a minimum of one year.
- Achieved 80%, as a passing score, on the Ocean to Ocean Healthcare age specific competency exam(s).
- Shows evidence of meeting the health requirements of Ocean to Ocean Healthcare and the state of practice.
- Shows evidence of current CPR training.
- Shows evidence of all CEU requirements for the state of practice.
- Has the ability to define problems, collect data, establish facts, and draw valid conclusions.
- Has the ability to interpret a variety of technical instructions that deal with abstract and concrete variables.
- Able to perform physical requirements of job, with or without reasonable accommodation.

Responsibilities

- Assists Triage RN with overflow calls and breaks.
- Performs other duties assigned by patient care manager as needed.
- Completes Department paperwork through preparation of recertification lists, discharge/death reports, OCPU's and paperwork to ensure that timely filing of patient information is accomplished. Check all paperwork including physician orders, visit notes, communications, and all patient correspondence for completion and distribution.
- Supports and communicates with patient care manager regarding scheduling/assigning of patients to RN's and HHA's and Social Services according to team patient numbers and acuity.
- Coordinates care between patients, RN's HHA, DME, pharmacists, physicians and answering service.
- Answering phones in timely manner-offering emotional support, and direction in the care of hospice patients and families.
- Compiles weekly summaries of activities of staff.
- Performs other function as required.

Employee Name _____

Date _____