

Department:	Clinical Services
Job Title	Visit LPN
Reports to	Clinical Team Manager

Type of position:	Status:	Notes:
<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Per Diem <input checked="" type="checkbox"/> Zero Assign	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	Position will work primarily 4 days per week from 4pm to midnight. Days may vary and participation in weekend and holiday rotations is required. Ability to flex schedule is a must.

Reviewed by:	Title:	Date:
Reviewed by:	Title:	Date:

### POSITION SUMMARY

The LPN will provide care to hospice patients in accordance with the care plan established by the interdisciplinary team. Work will be performed in a variety settings and travel to provide care is required.

### ESSENTIAL DUTIES (LISTED IN NO PARTICULAR ORDER)

- Provides nursing care to patients within the scope of his or her practice as a licensed LPN.
- Completes house admissions, discharges and deaths and all required documentation within his or her scope of practice.
- Provides documentation of cares through charting in the electronic medical record and updates care plans as necessary.
- Within scope of practice the nurse will assist with the immediate after care needs of the patient and family, including calling the funeral home, coroner or other personnel and completion of documentation.
- Provides care with a focus on patient comfort and, pain and symptom management.
- Administers and manages patients' medications following policy and procedures.
- Maintain a cooperative working relationship with other personnel involved in providing care to the hospice house patients.
- Apprises the appropriate manager of personnel or other related issues in a timely manner.
- Works weekends and holidays on a rotating schedule.
- Provides patient and family and education.
- Performs timely administrative functions relating to the house such as, clinical records, mandatory abuse reporting requirements, and supervision of CNA's and volunteers.
- Assist patients, family members or other clients with concern and empathy; respects confidentiality and privacy and communicates in a courteous and respectful manner.
- Participate in hospice and community health programs as requested to promote the growth and understanding of the hospice concept. This includes but is not limited to participation in the Hospice Alliance observation program that provides other health care professionals the opportunity to observe and learn about hospice care, college partnerships, and other Hospice Alliance sponsored education events.
- Participation in Hospice Alliance town hall meetings, clinical team meetings, trainings, memorials and other events.
- Complies with Hospice Alliance policies, standards of practice and operational guidelines.
- Performs other duties as assigned consistent with skills and training and the mission and goals of Hospice Alliance.

### EDUCATION, LICENSING AND CERTIFICATION REQUIREMENTS

1. Graduate of an accredited school of nursing.
2. Valid license as a Registered Nurse or Licensed Practical Nurse in the State of Wisconsin.
3. Certification as a Certified Hospice and Palliative Care Nurse (CHPLN) desired.
4. Current Basic Life Support Certification.

**EXPERIENCE AND SKILLS**

1. Prior palliative care, home health and/or hospice experience is highly desirable
2. Minimum of one year recent professional nursing experience is recommended.
3. Able to cope with emotional stress and be tolerant of individual lifestyles.
4. Good written and verbal communication skills.
5. Sensitive to the needs of terminally ill patients and families and one's own feelings about dying and death.
6. Excellent time management and organizational skills are essential.
7. Critical thinking skills and ability to solve problems.
8. Strong computer skills are required, such as, email, and prior experience working with electronic medical records,

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Must have visual and hearing acuity.  
 Must be able to communicate verbally.  
 May be exposed to pets, smoke, minor hazards, blood borne pathogens and communicable diseases.  
 Physically active walking, standing, bending, lifting, and climbing stairs.  
 Must be able to perform fully assisted transfers, with or without transfer devices.  
 Provides care in patient homes, skilled nursing facilities, and other residential type settings.  
 Travel is required and reliable transportation, proof of automobile insurance upon hire and at each renewal and maintaining a safe driving record is required.  
 Exposure to inclement weather.

Employee Acknowledgment: I have received a copy of my job description and understand the duties and responsibilities of the position.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date