

**BROCKTON VISITING NURSE ASSOCIATION  
JOB DESCRIPTION**

**TITLE:** COMMUNITY HEALTH NURSE - LPN

**REPORTS TO:** CLINICAL MANAGER

---

**POSITION SUMMARY:** Under the direction of an RN, utilizing the nursing process, the Community Health Nurse – LPN (LPN) provides skilled nursing care to patients in their homes or other health care facilities. Adheres to all Agency policies including, but not limited to, the Confidentiality Agreement, Personnel Policies and Clinical Policies and Procedures.

**RESPONSIBILITIES:**

**1. EVALUATION AND CARE PLAN**

- The LPN evaluates the plan of treatment, which includes the various services required to maintain the patient safely in the home or other health care facility.
- The Plan of Treatment includes quantifiable goals based on desired outcomes. Involves patient/family in the development of the Plan of Treatment.
- Makes appropriate referral(s) for home health aide, social and/or rehabilitation services(s).
- It is the responsibility of the LPN to submit to the appropriate RN the proposed Plan of Treatment prior to it being sent to the physician for his/her authorization and signature.

**2. SKILLED NURSING CARE**

Following the schedule established in the Plan of Treatment, the LPN visits the patient to perform nursing services covering a wide range of skilled nursing care as outlined in the Clinical Policies and Procedures. They include, but are not limited to:

- Skin treatments
- Gastrointestinal treatments
- Genitourinary treatments
- Pulmonary treatments
- Musculoskeletal treatments
- Other Treatments

The LPN may be required to transfer patients as needed, using Hoyer lifts, wheelchairs, sliding boards, hospital beds, and/or draw sheet transfers. In such cases where a two-person assist is required, the LPN will attempt to schedule the visit during a Home Health Aide's scheduled visit or may call upon a family member, if and when possible.

### **3. PATIENT AND FAMILY EDUCATION**

- The LPN will instruct patient/significant other(s) in ways that are understandable to the patient/significant other(s). Education will include, but is not limited to, disease, prognosis, medications, procedures and treatments, personal care, emergency plans, infection control and safety.
- During home visits, the LPN will assess current knowledge and ability of the patient/significant other(s) and the need for re-education regarding the specific knowledge and/or skills required to meet the patient's ongoing health care needs.
- The LPN will prepare the patient/significant other(s) for discharge with verbal and written information regarding community services, medication usage and follow-up visits for medical care.

### **4. COORDINATION AND SUPERVISION OF PATIENT CARE**

- The LPN ensures that all caregivers are providing care in a manner consistent with the patient's plan of care. The LPN will communicate with the physician and/or significant other(s) when the patient's mental or physical status changes.
- The LPN will collaborate with other members of the multidisciplinary team who are involved in the care of the patient and document same in the clinical record. The LPN will participate in case conferences.
- The LPN will assure that information regarding patient care is relayed to appropriate personnel so that optimal patient care will be provided during his/her absence. Assists in the orientation of new staff. Attends and participates in team meetings. Attends internal/external inservices and presents information to peers.

### **5. MAINTAINS TIMELY AND ACCURATE DOCUMENTATION**

- The LPN will document on the day of the visit all care provided including clinical findings and education provided to the patient/significant other(s).
- Is responsible for maintaining state licensing that is current and in good standing.
- Responsible for interdisciplinary assessment.
- The LPN is required to participate in Quality Assessment Performance Improvement Program and HHA sponsored in-service Training.

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Possess current Massachusetts Practical Nurse License.
- Requires two (2) years of experience in community health nursing and/or two years of recent acute care medical/surgical nursing experience.
- Adheres to all Agency policies including, but not limited to, the Confidentiality Agreement, Personnel Policies and Clinical Policies and Procedures.

- Be proficient in safe nursing practice.
- Be able to adapt standard nursing procedures to community setting.
- Ability to work independently.
- Ability to strictly adhere to confidentiality requirements.
- A current Driver's license and reliable vehicle.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret physicians' orders. Ability to respond to common inquiries or complaints from patients, significant other(s)/family member(s), regulatory agencies, or members of the business community. Ability to write care plans, progress notes, etc. according to the charting protocols. Ability to effectively present information to physicians, patients, significant other(s)/family member(s), members of the health care community, management, other staff and the public.

**MATHEMATICAL SKILLS:**

Ability to calculate dosages of medications.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**STANDARDS**

Demonstrates a commitment to the provision of high quality home health services, community education, and health promotion outlined in the Mission Statement and as evidenced by the performance appraisal. Demonstrates skill to manage caseload and meet current Agency productivity requirements.

Completes Daily Activity Sheets and Tel Time entry accurately within 24 hours. Accepts constructive criticism and works towards improvement(s). Adheres to Agency and profession's Code of Ethics. Manages stress effectively. Establishes good communication/flexibility working with clients, peers and administrative staff. Communicates a positive image and working philosophy of the Agency.

Establishes and maintains a professional relationship with patients, significant others, coworkers, and others he/she interacts with in the course of job performance. Works in collaboration with Supervisor/Manager to meet established Agency and DPH standards and regulations.

All employees of BVNA are expected to display the highest standards of service excellence and embody the BVNA's motto of "More than you'd expect from home care." In order to do so, the BVNA's values (shown below) will be demonstrated throughout the course of each employee's daily activities. As each employee's role and responsibilities may be unique, these values will also be demonstrated in a way that is unique, but supportive of the employee's overall goals and the BVNA's mission and vision. Specific expectations will be made and agreed upon between the employee and his/her manager at the time of hire and throughout the year as needed.

**PARTNERSHIP** Through teamwork, we are committed to achieve great things.

**OWNERSHIP** We are accountable and responsible for the success of the BVNA.

**EXCELLENCE** We are professionals achieving exceptional results.

**CLIENT-FOCUSED** It's all about you.

**INNOVATIVE** We are resourceful and flexible in adapting to changing needs.

Communicates a positive image and working philosophy of the BVNA and establishes and maintains a professional relationship with patients, coworkers, and others.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.