

**Danville Services
Medical Homes
LPN Job Description**

Qualifications:

- Graduation from an accredited school of nursing and possession of an unencumbered license.
- Fingerprints cleared
- Good driving record
- Clear criminal history

Scope of Practice of the LPN:

- A. The LPN shall provide nursing care only under the supervision of the RN, as defined by the Nurse Practice Act, and State Board of Nursing.
- B. The Scope of practice for an LPN shall include planning, implementation, documentation, and evaluation of the following:
1. Providing for the emotional and physical comfort of consumers
 - Hygiene, ADLs, incontinent care, environmental cleanliness.
 - The LPN will also supervise the Direct support staff (DSS) to assure these tasks are performed properly.
 2. Observing, recording and reporting the condition of the consumer including signs and symptoms which may be indicative of change in the consumer's condition to the program manager.
 - The LPN will observe physical changes such as lung sounds, vital signs, changes in pain status, skin integrity. She will document these changes, and report them to the Program Manager. She is to call 911 if she perceives the situation to be emergent, then notify Program Manager.
 3. Performing those nursing activities for which the LPN has been prepared through basic education and those additional skills which are obtained through approved continued education programs.
 - Medications:
 - administer meds to consumers according to Danville Policy .
 - store appropriately,
 - document accurately,
 - report medication errors,
 - follows proper med disposal procedure,
 - order in a timely manner
 - participate in narcotic counts ant beginning and end of shift.
 - Care of trachs, suctioning,
 - Gastrostomy, ostomy and wound care.
 - Other skills which require additional training would include, managing a consumer who uses a ventilator, wound vac, peripheral IV, percussion and postural drainage,
 4. Assisting with the rehabilitation of consumers in accordance with their ISP.
 - Physical and occupational therapy as directed by the Physical Therapist or Occupational Therapist.

- Participating in the training of parents/guardians to learn to provide care for the consumer according to their care plan.
- Assist in gathering info for the ISP and implementation of the ISP objectives.

The LPN's main responsibility is to observe, document, report, take action, follow-up and to promote the quality of life for people with even the most complex health issues in a community setting.

Medications:

1. Medications are properly stored and organized.
2. Order on MAR matches physician's order.
3. Administers medications and topical treatments to each individual as prescribed and according to individual medication protocols and follows the 6 step procedures each time.
4. Documents immediately following med administration.
5. Records any med errors and submits reports according to policy.
6. Observes individuals for possible side effects or med adm. problems to the RN.
7. Follows proper drug disposal procedures regarding outdated meds., d/c'd meds. and controlled substances.
8. Participates in controlled substances (narc) count at the beginning and end of each shift. Documents missed meds or over count and follows reporting procedures.

Hygiene:

1. Supports individuals in maintaining good oral hygiene.
2. Assures that individuals who are incontinent are changed immediately using proper peri-care and observe for rashes. Monitor bowel movements and record on individual flow chart.
3. Bathe or shower individuals according to individual protocols and observe for signs of skin breakdown when necessary.
4. Individuals have their own hygiene kits that include soap, shampoo, lotions, etc. Follows doctor orders for special shampoos, etc.
5. Men and women are shaved as necessary.
6. Nails are clean and well manicured.

Physical and Occupational Therapies:

1. Physical therapies are followed as prescribed by physical therapist. People are repositioned out of their wheelchairs as per individual protocols.
2. Any person requiring special instructions for eating must have a mealtime instruction protocol that describes diet, texture, positioning, adaptive equipment, etc.
3. Assure that wheelchairs, prosthetics, adaptive equipment, and exercise supplies are kept clean and in good repair.

4. LPN's must be properly trained and pass competency prior to performing any therapies.

Tube Feeding and Care, Oxygen Therapy, Ventilator Use, Tracheostomy Care:

1. Training and demonstrated competency must be successfully completed before the LPN is assigned to work at any medical home.

IV Care:

1. The LPN must provide documentation that they are IV certified by the Arizona State Board of Nursing before they can start a peripheral line.
2. The LPN may hang plain IV solutions, IV antibiotics as long as the medication is pre-mixed by the pharmacy and they may d/c a peripheral IV site.
3. It is outside the LPN's scope of practice to provide any care whatsoever to any type of centrally placed IV line.

Medical Appointments:

1. Schedules individuals for all doctor and dental appointments.
2. Fills out medical visit form.
3. Makes sure immunizations are current and documented.
4. Informs RN of emergency room visits and hospitalizations.
5. Provides current and accurate medical information as needed.
6. Follows through with recommendations.
7. Completes all documentation of medical visit outcomes.

Privacy/Rights:

1. Assure that all medical information is secured and kept private according to HIPPA regulations.
2. Bathing, dressing, toileting, changing is all done in private.
3. Individuals participate in medical decisions according to their ability and/or have proper family/guardianship involvement.
4. Each person is entitled to his/her individualized health care plan and protocols.
5. A person's confidential information should not be discussed in front of other people, including. Other client's or their family members.

Documentation:

1. Each individual must have a current medical management book that contains the following:
 - a. Individual Health Profile
 - b. Staff Medical Notes
 - c. Protocols
 - d. Flow Charts
 - e. Medication Administration

- f. Medical Visits/Dr's. Orders
 - g. Specific Health Information
 - h. Medical Support Plan
2. Each individual must also have a permanent medical record book that contains assessments, one year's documentation of flow charts, authorizations, incident reports, medical history, progress notes and other pertinent information.
- The medication record should be up to date and recorded on Danville's multi-colored Medication Administration Record (MAR).