

Prairie Home Hospice and Community Care

POSITION DESCRIPTION

POSITION TITLE: Fieldcrest LPN (Cottonwood, MN)
Minimum qualification: LPN License

REPORTS TO: Fieldcrest RN Case Manager

RESPONSIBILITIES/DUTIES INCLUDE (but are not limited to):

Patient Care: Reporting to the RN Case Manager, the Fieldcrest LPN's primary role is to provide quality care and compassionate service to each patient we serve, according to the patient's plan of care, as part of the interdisciplinary team.

- Ensuring that each patient receives quality clinical care and compassionate service consistently and according to the care plan.
- Clinical Nursing Care:
 - Assist physician, Registered Nurse in performing specialized procedures.
 - Prepare, secure, administer, and record patient medications.
 - Receives and/or renews medical orders, reports to RN Case Manager and/or inquiries regarding a patient as needed in collaboration with the Interdisciplinary Team.
 - Informs and/or instructs patient and/or family in proper actions regarding medication, dosage, and possible side effects.
 - Documents clinical progress reports in patient chart and electronic medical record system.
 - Records observations and care provided accurately, legibly, and concisely.
 - Follows each patient's care plan carefully and continuously evaluates its effectiveness.
 - Maintains confidentiality of patients, families, volunteers, staff and other health professionals at all times.
 - Mentors HHAs, CNAs, and/or TMAs to ensure teamwork, staff support, and development.
 - Assist RN Case Manager with staff performance reviews.
 - Assist with staff scheduling, as needed.
- Assist with personal care and dressing as needed. May include: tub, shower, or bed bath, oral hygiene, shaving, toileting, oral care, nail care, skin care, foot care, pressure relief, dressing patient, feeding patient or other personal care needs.
- Required to be on call in rotation, usually 4 times per year.
- Assist patients with transferring and ambulation as needed. May include: repositioning, walking, range of motion exercises, prescribed exercises, or etc. Moderate to heavy physical duty. Considerable standing, walking, bending, pushing, pulling, sitting, stooping, reaching, and lifting in excess of 35 pounds or more when assisting to move residents. Must be able to properly assist patients in transitions, repositioning and moving with proper lifting and transitioning techniques. Proper lifting and transitioning techniques include assistance, use of another staff when needed, use of lift when needed. Must also be able to use your abdominal and lower back muscles to support your body repeatedly or continuously over time without injury or fatigue.
- Assist patients in taking prescribed medications as needed and under the delegation of the Registered Nurse.
- Provide care that is consistent with the individual patient's Care Plan.
- Identify, communicate and document patient's status, changes in pain, symptoms, etc. and document the care or services provided.
- Provide a comfortable atmosphere and emotional support for patients and their families.
- Be present for patients and their families.
 - Invite conversation but respect the right of each patient and/or family to choose not to converse.
 - Encourage conversation about the patient's life experiences.
 - Invite questions and open dialogue about the patient's care, preferences, expectations, wishes, etc.
 - Respect the preferences and needs of the patient and their family.
 - Respect the privacy of each patient and their family.
 - Listen – or just “be there” for patients and their family.
- Perform routine housekeeping tasks. May include: laundry, cleaning kitchen and bathrooms, keeping patient's room tidy, making beds, changing linens, and various other housekeeping tasks necessary to keep all areas of the house clean and tidy at all times.
- Prepare and serve modified diets as prescribed and prepare food and/or meals as needed or requested, supervising volunteers who may be assisting with meal preparation and service.
- Maintain a clean, safe and healthy environment for patients.

- Support and assist volunteers (as needed) who are assigned to assist the patient and/or family.
- Complete at least 12 in-service training hours annually in topics relevant to home and/or hospice care.
- Assist with resident activities while encouraging participation.
- Perform other duties, as assigned.

Care Team:

- Participate as an active and engaged member of the patient’s care team, collaborating and communicating as needed to ensure that we are providing the highest quality of care and compassionate service to every patient we serve.

Compliance, Documentation & Reporting:

- Acquire a sound working understanding of regulatory/compliance policies and procedures.
- Follow all policies and procedures established by Prairie Home Hospice & Community Care and assist in ensuring that Prairie Home Hospice & Community Care is meeting or exceeding all state, federal, and industry standards for hospice care as it relates to compliance and regulations.
- Acquire a sound working understand of documentation policies and procedures for documenting patient care and services and ensure that you are following all documentation policies and procedures adopted by Prairie Home Hospice & Community Care and/or required by state and/or federal regulations.
 - Quality Reporting Standards
 - Electronic Medical Records

Other Responsibilities Include:

- Communicating patient needs to RN Case Manager.
- Communicating volunteer needs to RN Case Manager.
- Participating in efforts to create a healthy work environment within all Prairie Home Hospice & Community Care facilities.
- Fostering cooperative efforts to welcome, support, mentor and train new employees.
- Participating in and support Prairie Home Hospice & Community Care programs, events, fundraisers, etc., and make every effort to contribute positively to the overall success of the organization.
- Providing input and feedback to management in efforts to provide quality care, compassionate service and a positive, healthy work environment across the organization.
- Completing educational requirements necessary to maintain licensure and/or skills and knowledge necessary to successfully carry out job duties as assigned.
- Maintaining patient confidentiality at all times.
- Represents the organization in a positive and professional manner in the community.
- Arrives on time as scheduled for work shifts and/or patient visits.
- Timely documentation of clinical analysis and patient visits
- Attend quarterly staff meetings and trainings as assigned.

Other

Prairie Home Hospice can best serve our clients and their families by working as a team. While each staff member and volunteer may have a primary role, we also have a responsibility to support the team in any way in which we can help to make the team stronger and the services we provide the very highest quality possible. To that end, all employees are expected to contribute positively to a healthy, mutually supportive team environment, which at times requires prioritization between individually assigned roles and responsibilities and the broader needs of the organization and team. Duties and roles of positions may change due to the needs of the organization.

Fieldcrest LPN

Date

Supervisor

Date