



JOB DESCRIPTION: LICENSED PRACTICAL NURSE

Reports to: IP Manager
Classification: Non-exempt
Status: Full or Part time

Job Summary:

Oversee the care of assigned Hospice Patients

Essential Functions:

1. Provide skilled nursing care based on systematic assessment (within the LPN scope of practice)
2. Contributes to the plan of care for all assigned patients.
3. Completes all assessments within required time frames.
4. Provides appropriate teaching regarding the care and other related problems of the patient in a language and manner that the patient and family understands.
5. Report all pertinent information to Charge Nurse and/or other members of the Interdisciplinary Team
6. Is knowledgeable of all policies and procedures related to job performance.
7. Ensures that patient records are accurate, complete and maintained in accordance with agency policies and appropriate government regulations.
8. Participates in weekly interdisciplinary team meetings as scheduled.
9. Triage and return phone calls from patients or families within 30 minutes and, if necessary, makes subsequent home visits within a timely manner.
10. Supervises the work of and assists the Hospice Aides while on duty.
11. Attempts to cover staffing need for the next shift in the event of unscheduled staff absence.
12. Other duties as assigned.
13. Attends mandatory meetings.

Required Knowledge, Skills, and Abilities:

1. Willingness to develop skills in specialized areas of end-of-life care, knowledge of Hospice Philosophy and Medicare/Medicaid procedures and regulations.
2. Able to function within a team concept.
3. Ability to communicate effectively orally and in writing.
4. Ability to guide and assist the Hospice Aide in fulfilling their responsibilities as team members.
5. Responsible for maintaining required continuing education hours and/or work experience necessary for Wyoming nursing license.
6. Willing to become BLS certified and maintain certification.
7. Covid-19 vaccine.
8. Able to assist with physical transfer of patients (which may require the use of 100 lbs. of force on occasion).

Education and Experience:

1. Licensed Practical Nurse (L.P. N.) with valid Wyoming license.
2. Prefer one to two years L.P. N. experience, but not required.



Central Wyoming Hospice Program is a 24/7 facility. While every attempt is made to honor shift preferences, you may be assigned to an alternative shift if coverage is needed.

Signature _____

Date _____

Reviewed	Revised
PD 11/22	M.C. 3/11/08
	MC 10/15/08
	MC 2/3/09
	MC 8/10/10
	MC 2/25/11
	PD 8/27/19