

Gonzales Healthcare Systems - Job Description

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| Job Title: Licensed Vocational Nurse | Department: Home Health |
| Employee Reports To: Clinical Supervisor | Employee Supervises: N/A |
| Exempt/Non-exempt Status: Non-Exempt | Employment Status: Full Time |
| Employee Signature: | Approval: |
| Date: | Date: |
| Position Summary | |
| <p>Coordinates and/or provides skilled nursing patient care with the established plan of treatment. Performs focused assessment of the patient's status and reports appropriately. Provides follow-up to assure resolution of any problems identified. Adheres to the policies and procedures of the Agency and the orders from the referring physician. Explains Agency philosophy and policies to patient family members and other groups. Plans and participates in continuing education and shares knowledge and experiences with staff members. Participates in community health events sponsored by the Agency. Has the ability to comprehend and follow routine written or verbal instructions or directions.</p> <p>Position may be asked to attend discharge planning at Gonzales Healthcare Systems dba: Memorial Hospital as a subject matter expert in the field of Home Health. In keeping with the continuation of care this position will assist with identifying patients who would benefit and qualify for home health services. This position understands that every patient has a choice of home health providers.</p> | |
| Position Qualification | |
| Education & Licensure | Graduate of an accredited School of Vocational Nursing. Current license in Vocational Nursing in the State of Texas. Current valid Texas Driver's License. Current valid certification in BLS |
| Experience | One year clinical experience as a Licensed Vocational Nurse in an inpatient setting required. Previous home health experience is desirable. |
| Physical Requirements | Duties of the position require moderate periods of sitting, standing, walking and some travel primarily by ground vehicle, typically not more than three (3) hours at a time. There will be the potential of some bending, stooping, reaching, pulling and pushing while providing care to patients. Lifting up to 50 pounds and occasional heavy lifting in supporting or moving patients who may suddenly become weak or helpless |
| Technology Requirements | |
| GHS Information Systems | <p>SOFTWARE:</p> <p>Cerner Office 365 Chrome Paragon OneContent MatrixCare</p> <p>WEBSITES:</p> <p>Brightly Health.edu G-Drive UKG</p> |
| Access Control | |

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| Physical Access | Standard Employee Access Home Health Access |
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| Section | Core Behaviors – All Staff |
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| A | |
| 1 | Demonstrates a professional demeanor |
| 2 | Is committed to GHS's Mission, Vision, Values |
| 3 | Complies with Gonzales Healthcare Systems and departmental Policies |
| 4 | Demonstrates commitment to enhancing how GHS is viewed by others |
| 5 | Adheres to Attendance & Punctuality Policy |
| B | |
| 1 | Advocate of the diverse needs & cultural values of ALL |
| 2 | Provides attentive service to ALL |
| 3 | Demonstrates respect, sensitivity & care in ALL |
| 4 | Protects confidentiality and privacy of ALL |
| 5 | Adheres to current GHS's Customer Service Standards |
| C | |
| 1 | Organizes & prioritizes work duties |
| 2 | Works toward the continuing growth/development of staff |
| 3 | Sets & tries to surpass personal & work goals |
| 4 | Is aware of one's impact on others |
| 5 | Is flexible & adapts positively to new, different or changing situations |
| 6 | Asks questions, is informed & acts according to GHS's standards |
| 7 | Incorporates the PI plan principles into daily activities |
| 8 | Adheres to laws and regulations applicable to job function |
| D | |
| 1 | Acts to work cooperatively with & helps other team members |
| 2 | Participates in projects & is a good team player |
| 3 | Recognizes and acknowledges others for a job well done |
| 4 | Considers coworkers views & recommendations |
| 5 | Extends team work behaviors to ALL |
| E. | |
| 1 | Effectively communicates with others in an effort to create mutual understanding |
| 2 | Works to find resolutions to problems |
| 3 | Encourages two way communications |
| 4 | Maintains focus on issues rather than personalities |

| Section | Department Specific |
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| A | Essential Duties & Responsibilities |
| 1 | Using the nursing process and Agency resources, coordinates and/or provides patient care and/or services within the established plan of care. |
| 2 | Uses all available sources of information when assessing patient needs and completely gathers and incorporates all information necessary for proper patient evaluation. |
| 3 | Provides patient care within prescribed treatment. |
| 4 | Documents pertinent aspects of nursing care in a complete, clear, and concise manner. |
| 5 | Submits patient care documentation in accordance with Agency guidelines. |
| 6 | Utilizes knowledge of disease, illness and injury when providing care. |
| 7 | Communicates changes in patient status to team members in a timely manner through concise, appropriate documentation and regular attendance at patient care conferences. |
| 8 | Shares workspace and computers on as needed basis |
| 9 | Incorporates the patient's cultural needs into patient care plan. |
| 10 | Explains rationale for actions performed on behalf of patients assigned to specific care. |
| 11 | Recognizes the importance of family members as integral parts in the delivery of care. |
| 12 | Takes into account the patient's needs and wishes when scheduling visits. |
| 13 | Accurately interprets Agency philosophy and policies. |
| 14 | Provides patient and family teaching. |

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| 15 | Provides care appropriate for the neonate, the pediatric, adolescent, and geriatric patient served based on demonstrated knowledge of principals of growth and development over the life span. |
| 16 | Assumes accountability for knowing that appropriate care is being delivered to assigned patients. |
| 17 | Completes charting and submits billing information in accordance with Agency policy. |
| 18 | Provides skilled nursing care to patients in their homes |
| 19 | Completes charting and submits billing information in accordance with Agency policy. |
| 20 | Informs physician, Clinical Supervisor, and home health staff members of current and changing patient conditions. |
| 21 | Participates in Quality Improvement Plan as requested by Supervisor |
| B | Infection Control Duties and Responsibilities |
| 1 | Follows OSHA and agency policies regarding sharps disposal and use. |
| 2 | Follows OSHA and agency policy on disposal of home medical waste. |
| 3 | Report communicable disease to Administrator in a timely fashion. |
| 4 | Maintains aseptic conditions for wound care in home setting. |
| 5 | Follows Infection Control Guidelines and Policies of Gonzales Healthcare Systems. |
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| C | Safety Duties and Responsibilities |
| 1 | Follows Safety guidelines and polices for Gonzales Healthcare Systems. |
| 2 | Exercises independent judgment in times of need and emergency situations. |
| 3 | Assists with disaster planning on an as needed basis. |
| 4 | Reports potential hazards to supervisor. |
| 5 | Coordinates staff with other departments/organizations to ensure safe home environment for clients. |