

Job Description / Performance Evaluation

Title: Licensed Vocational Nurse

Employer Evaluation

Employee Self Evaluation

Job Summary:

Primary function is to administer skilled nursing care, under the supervision of a registered nurse, for clients of all ages in their place of residence, coordinate care with the interdisciplinary team, patient/family and referring agency.

Job Classification: Clinical

Lines of Authority: Reports to Director of Nursing

Job Qualifications:

Education: Graduate of an accredited school of vocational nursing

Licensure: Current State license as a Licensed Vocational Nurse, current State Drivers License

Experience: Two years experience as a Licensed Vocational Nurse in a clinical care setting, hospice or home health preferred

Skills: Nursing skills as defined as generally accepted standards of practice. Good interpersonal skills. Proof of-Hepatitis acceptance or declination.

Transportation: Reliable transportation. Valid and current auto liability insurance

Environmental and Working Conditions:

Works in patients home in various conditions; possible exposure to blood and bodily fluids and infectious diseases; ability to work flexible schedule; ability to travel locally; some exposure to unpleasant weather; PRN emergency call.

Physical and Mental Effort:

Prolonged standing and walking required, with ability to lift up to 50 lbs and move patients. Requires working under some stressful conditions to meet deadlines and patient needs, and to make quick decisions and resource acquisition; meet patient/family individualized psycho social needs. Requires hand-eye coordination and manual dexterity.

Essential Functions:

Evaluation

Under the direction of the RN, supplements the nursing care needs of the patient as provided by the RN and as specified in the POC.	
Assist the RN in carrying out the plan of care.	
Assist the patient in learning appropriate self care techniques.	
Complete appropriate clinical and progress notes, documenting outcomes of interventions	
Provide services in accordance with organizational policies and procedures and regulations that define scope of practice	
Assist the RN and/or physician in performing specialized duties related to end-of-life care.	
Prepare equipment and materials for treatment adhering to aseptic technique as required.	
Assess patient/family response to care, ensuring communication of information to appropriate team members.	
Promote Agency philosophy and administrative policies to ensure quality of care	

Statement of Understanding: I have read the above job description and essential functions. I understand and agree to carry out these responsibilities as assigned. I understand and acknowledge that nothing contained in this job description may be construed as limiting the employer's right to discipline or terminate my employment at any time for failure to perform satisfactorily.

Employee Signature: _____ **Date:** _____

Employer Signature: _____ **Date:** _____

(For Job Description)

Evaluation Codes: 1-Does not meet job requirements/expectations 2-Occasionally meets job requirement

3 -Normally meets job requirements 4-Meets and occasionally exceeds job requirements 5-Regularly exceeds job requirements

Performance Evaluation Addendum

90 Day

Annual

Date On Site Supervisory Visit Completed: _____ (form attached).

Comments/Goals Met or Not Met for this evaluation period: _____

Employer/Employee Mutual Goals set for the next evaluation period: _____

Employee Comments/Response: _____

Employee Signature: _____ **Date:** _____
(For Employer Evaluation / Employee Self Evaluation)

Evaluator/Title: _____ **Date:** _____