

B&B Care Services, Inc.	Policies and Procedures Title: Licensed Practical Nurse Section: EDWP	Policy Number: EDWP HR Origination Date: 11/19 Reviewed: 7/2020, 7/2021, 3/2022, 6/2022 Effective Date: 11/19
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JOB DESCRIPTION AND PERFORMANCE EVALUATION

TITLE: STAFF NURSE: LICENSED PRACTICAL NURSE

EMPLOYEE: _____ **MANAGER:** _____

I. SUMMARY OF JOB:

Under direction and supervision of a licensed, professional registered nurse, the licensed practical nurse is responsible for assessing and or reassessing the participant and family needs in order to promote quality care for the ongoing supports that are necessary for the individual to move into the home or continue receiving supports in the home or community environment.

Completes assessments and reassessments on clients following appropriate guidelines and submits all reassessments to a registered nurse for review and approval. LPN makes corrections and additions as recommended by supervising RN. Under supervision of a licensed professional registered nurse, the LPN functions as a member of an interdisciplinary team including client’s physician and serves large geographic areas.

II. QUALIFICATIONS:

- A. Currently licensed to practice in the State of Georgia and two years’ experience as a Traditional/ Enhanced EDWP Case Management XVIII-208 licensed practical nurse (LPN) in one of the following areas:
 - Geriatric nursing
 - Community health
 - Long term care
 - Chronic diseases of adults NOTE: Completion of a course of study equivalent to a Bachelor’s degree in human services, community health or Gerontology may substitute for one year of experience.
- B. Minimum Skill and Knowledge
 - Ability to effectively coordinate and communicate with clients, service providers, general public, and other staff members
 - Skill in establishing and sustaining interpersonal relationships
 - Knowledge of human behavior, gerontology
 - Skills in team building and group dynamics
 - Knowledge of community organization and service system development
 - Problem solving skills and techniques
 - Knowledge and skill in social and health service intervention techniques and methodology.

III. GENERAL DESCRIPTION

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- Under direction and supervision of a licensed, professional registered nurse, performs medical and social assessment of nursing facility intermediate level of care and appropriateness for community-based services for Medicaid and potential Medicaid recipients.
- Completes assessments on clients following appropriate guidelines and submits all assessments to a registered nurse for review and approval. LPN makes corrections and additions as recommended by supervising RN. Under supervision of a licensed professional registered nurse, the LPN functions as a member of an interdisciplinary team including client’s physician and serves large geographic areas.
- **Assessment Duties:**
 - Schedules appointment for face-to-face interview with prospective client at his or her residence, hospital, long-term care facility, or other appropriate site as indicated. Traditional/ Enhanced EDWP Case Management XVIII-209
 - Conducts assessments in a face-to-face interview with the client and/or representative using the intermediate level of care criteria and the MDS-HC. Collaborates with RN re ECM/TCM changes that may influence eligibility.
 - Develops the Comprehensive Care Plan to reduce the risks identified in the MDS-HC triggers.
 - Submits completed assessments to the registered nurse supervisor for review and recommendations of approval or denial. LPN completes any recommended corrections prior to submitting the assessment packet to the RN for approval/denial review and applicable submission to Alliant Health Solutions (AHS) and the client’s physician.
 - Reviews changes in CCP with assigned Case Management.
 - Analyzes and interprets all medical, social information as compiled, and obtains additional information as needed: e.g., consultation with RN supervisor, physician and other professionals. NOTE: Lead Agencies may expand this list as appropriate based on local identified needs.
- **Administrative Duties:**
 - Assists with statistical data compilation.
 - Attends organizational meetings and training as required.
 - Keeps supervisor informed of Traditional/ Enhanced EDWP progress and problems.

IV. OTHER DUTIES:

- Attends Traditional/ Enhanced EDWP network meetings.
- Attends hearings as requested, providing data and client records required by the hearing officer
- Collaborates with RN supervisor and/or social services Case Management in development of the Comprehensive Care Plan.
- Participates in interventions identified in the client’s disease management plan.
- Refers clients in need of protective services to appropriate agency: APS Central Intake Unit if they live at home; LTCO and Healthcare Facility Regulation (HFC) if they are residents of an ALS/PCH facility.
- Refers client/family to other non-Medicaid services as appropriate/available to meet client needs.

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- Maintains knowledge of Case Management Manual and Provider Services Manual.
- May maintain a caseload according to agency policy/practice.

NOTE: Licensed Practical Nurse Case Management responsible for carrying a caseload are responsible for all activities performed by Social Service Case Management.

V. PHYSICAL REQUIREMENTS

A. WORKING CONDITIONS

- i. Works in climate-controlled office or with the option to work remotely.
- ii. Has the potential for being outside or in homes that are not climate controlled.
- iii. Potential for heavy workloads with deadlines.
- iv. At times can be stressful.

B. PHYSICAL DEMANDS

- i. Prolonged sitting may be required.
- ii. Prolonged use of computer may be required with intense visual concentration.
- iii. Operates motor vehicle as required, to patient’s homes, physical ability necessary to get in/out of vehicle and walk to/from vehicle and up/down stairs as required.
- iv. Vision corrected or adapted to be able to perform duties.
- v. Requires hearing corrected or adapted to be able to communicate effectively.
- vi. Walking or standing is required, however, can rest at will.
- vii. At times, may work under stressful conditions, due to individuality of patients and their needs.

I have read and understand the job description Licensed Practical Nurse.

Supervisor’s Signature

Date

Employee’s Signature

Date

Employee Comments:

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Name: _____ Date of Hire: _____ Evaluation Date: _____

Performance Appraisal

I certify that my supervisor has reviewed my performance appraisal results with me. My signature does not necessarily indicate that I agree with the appraisal results.

Employee's Signature

Date

Supervisor's Signature

Date

Performance Summary

(Note: A plan to correct the behavior must accompany appraisal for 2 or more below expected ratings, for ratings of 1 or 3 the evaluator must include a brief explanation to support the below of above expected level of performance ratings.)

Overall Average Rating: _____ Standard with the ratings of 3:

Please identify what Goal the Company needs to implement for this person:

Goal:

Please identify the Personal and Professional Goals of the Employee:

Personal Goal:

Professional Goal: