

JOB TITLE: LICENSED PRACTICAL NURSE (LPN)

DEPARTMENT: Medical Surgical**MANAGEMENT: NO****SUPERVISES: NO****CLASSIFICATION: NON-EXEMPT****REPORTS TO: DIRECTLY: CHARGE NURSE, SUPERVISOR, AND
MANAGER
INDIRECTLY: DIRECTOR OF NURSING**

JOB SUMMARY: Provides direct and indirect patient care services that meet the psychosocial, physical and general aspects of care; meets the communication needs of patient and family; provides care that reflects initiative and responsibility indicative of professional expectations, under the supervision of a registered nurse. Maintains regulatory agency requirements, nursing and hospital policies, procedures and standards. The LPN communicates with physicians and team members about changes in patient's clinical condition, including results of diagnostic studies and symptoms. The LPN is able to respond quickly and accurately to changes in condition or response to treatment. Additionally, is able to perform general nursing duties in all departments with adequate supervision.

QUALIFICATIONS: **Education/Certification:** Graduate of an accredited LPN program. Current LPN licensure in the state of Idaho. Current BLS certification and renewal as required. Successful completion of IV push medication training from an IFCH approved course must be completed within 6 months of hire. Successful completion of ACLS, PALS, and basic dysrhythmia are recommended but not required.

Experience: None required

Equipment/Technology: Basic computer knowledge and is able to demonstrate understanding of basic computer documentation systems as needed. Has the ability to learn and increase competence regarding patient care and equipment within unit.

Language/Communication: Has the ability to communicate effectively and clearly with many different people (patients, families, visitors, members of the interdisciplinary team and others).

Mathematical Skills: Knowledge of basic nursing medication calculations and the ability to educate nursing staff regarding medication calculations.

Mental Capabilities: Has the ability to apply the critical thinking process. Able to function in a high stress environment and is able to prioritize information related to safe patient care, to treatment plans, and follow-up.

Interpersonal: Has the ability to collaborate within the many different areas necessary but can independently reference essential material. Is able to establish good working relationships with those around them.

Performance: Has the ability to meet the standards in reference to professionalism and competence.

PHYSICAL DEMANDS: For the minimum physical demands required to complete the essential functions for this position, including vision, hearing, repetitive motion and environment, see the description following.

DUTIES AND RESPONSIBILITIES:

Medical Surgical LPN:

1. Demonstrates ability to perform a head-to-toe assessment on all patients and reassessments as per policy. This includes pediatric, geriatric and the general patient population.
2. Ability to adequately assess and reassess pain. Utilizes appropriate pain management techniques. Educates the patient and family regarding pain management.
3. Performs patient care responsibilities considering needs specific to the standard of care for patient's age.
4. Demonstrates knowledge of medications and their correct administration based on age of the patient and patient's clinical condition, to include IV medications as specified by the facility. Successful completion of IV push medication training from an IFCH approved course must be completed within 6 months of hire date.

5. Follows the five medication right and reduces the potential for medication errors. Utilize barcode scanning system to ensure patient safety.
6. Demonstrates ability to adjust care as indicated by the patient's response to treatment and evaluate overall plan daily for effectiveness.
7. Ability to perform waived testing (point of care testing) per clinical laboratories and the patient care unit's policies and procedures.
8. Ability to interpret results of waived test; take appropriate action on waived tests results. Formulates a teaching plan bases on identified patient learning needs and evaluates effectiveness of learning family is included in teaching as appropriate.
9. Demonstrates an ability to assist physician with procedures and performs services requiring technical and manual skills under the direction of an RN.
10. Treats patients and their families with respect and dignity. Identifies and addresses psychosocial cultural, ethnic and religious/spiritual needs of patients and their families.
11. Interacts professionally with patient/family and involves patient/family in the formation of the plan of care.
12. Identifies and address's psychosocial needs of patients and family; communicates with social services regarding both in hospital and post discharge needs,
13. Performs all aspects of patient care in an environment that optimizes patient safely and reduces the likelihood of medical/health care errors.
14. Universal precautions are carried out during treatments and special procedures and general care of the patient.
15. Consults other departments, as appropriate, to provide for an interdisciplinary approach to the patient's needs.
16. Communicates appropriately and clearly to RN/Charge nurse, co-workers and physicians.
17. Meets current documentation standards and policies.
18. Response to the patient is appropriate in an emergent situation.
19. Demonstrates an ability to be flexible and organized.
20. Manages and operates equipment safely and correctly.
21. Adheres to dress code appearance is neat and clean.

22. Completes annual education requirements.
23. Maintains regulatory requirements
24. Maintains patient confidentiality at all times.
25. Reports to work on time and as scheduled, completes work within designated time.
26. Wears identification while on duty, uses computerized punch time system correctly.
27. Attends annual review and department in services, as scheduled.
28. Attends at least 85% of staff meetings annually, reads and sign roster of monthly staff meeting minutes.
29. Actively participates in performance improvement and quality improvement activities.
30. Communicates the mission, ethics and goals of the hospital, as well as the focus statement of the department.
31. Completes annual education and other education as scheduled by management.
32. Required to check emails and be responsible for its content at least once per week.



PHYSICAL DEMANDS

On-the-job time is spent in the following physical activities
Show the minimum amount of time by checking the appropriate boxes below.

— Minimum Amount of Time —				
	None	up to 1/3	1/3 to 1/2	2/3 and more
Stand:				x
Walk:				x
Sit:		x		
Talk or hear:				x
Use hands to finger, handle or feel:				x
Push/Pull:			x	
Stoop, kneel, crouch or crawl:			x	
Reach with hands and arms:				x
Taste or smell:		x		

This job requires that weight be lifted or force be exerted. Show how much and how often by checking the appropriate boxes below.

— Minimum Amount of Time —				
	None	up to 1/3	1/3 to 1/2	2/3 and more
Up to 10 pounds:				x
Up to 25 pounds:				x
Up to 50 pounds:				x
Up to 100 pounds:		x		
More than 100 pounds:	x			

This job has special vision requirements. Check all that apply.

- ☒ Close Vision (clear vision at 20 inches or less)
- ☒ Distance Vision (clear vision at 20 feet or more)
- ☒ Color Vision (ability to identify and distinguish colors)
- ☒ Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☒ Depth Perception (three-dimensional vision; ability to judge distances and spatial relationships)
- ☒ Ability to Adjust Focus (ability to adjust eye to bring an object into sharp focus)
- ☐ No Special Vision Requirements
- ☒ Hand-Eye Coordination

Specific demands not listed:

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

WORK ENVIRONMENT

This job requires exposure to the following environmental conditions.
Show the minimum amount of time by checking the appropriate boxes below.

—Minimum Amount of Time—				
	None	up to 1/3	1/3 to 1/2	2/3 and more
Wet, humid conditions (non-weather):		x		
Work near moving mechanical parts:		x		
Fumes or airborne particles:		x		
Toxic or caustic chemicals:		x		
Outdoor weather conditions:		x		
Extreme cold (non-weather):	x			
Extreme heat (non-weather):	x			
Risk of electrical shock:	x			
Work with explosives:			x	
Risk of radiation:		x		
Vibration:	x			
Blood-borne Pathogens:				x

The typical noise level for the work environment is:

Check all that apply.

- ☐ Very Quiet
- ☐ Loud Noise
- ☐ Quiet
- ☐ Very Loud Noise
- ☒ Moderate Noise

Hearing:

- ☒ Ability to hear alarms on equipment
- ☒ Ability to hear client call
- ☒ Ability to hear instructions from physician/department staff

REPETITIVE MOTION ACTIONS

— Minimum Number of Hours —					
	0	1-2	3-4	5-6	7+
Repetitive use of foot control					
A. Right only					
B. Left Only					
C. Both		x			
Repetitive use of hands					
A. Right only					
B. Left Only					
C. Both					x
Grasping: simple/light					
A. Right only					
B. Left Only					
C. Both				x	
Grasping: firm/heavy					
A. Right only					
B. Left Only					
C. Both		x			
Fine Dexterity					
A. Right only					
B. Left Only					
C. Both				x	

I have read this description of the job title **Medical Surgical Licensed Practical Nurse** and understand the functions and objectives of the position. I certify that I am able to perform the same. I understand that this job description cannot anticipate all physical and mental requirements that may come up in the daily assignment of the job and that I am also accountable for minor duties and responsibilities as assigned or deemed necessary.

Employee Name (Print)

Employee Signature

Date



Employee signature below constitutes employee's understanding of the requirements, essential functions, duties and expectations of the position.

Job Title: **Medical Surgical Licensed Practical Nurse**

Employee

Date

Manager

Date

Nothing associated with this job description and/or its addendum and nothing contained in this document, is intended to create an employment contract or to convert at-will employment to a specified period