

Job Description:

Licensed Practical Nurse (LPN)



Position Title: Licensed Practical Nurse (LPN)
Department: Nursing Services
Reports to: Chief Nursing Officer
Classification: Regular, Non-Regular, Full Time or Part Time
FLSA Status: Non-Exempt

Summary of Position:

The licensed practical nurse assists in providing care through the nursing process in any assigned area. Cooperates with other members of the health care team in meeting total needs of patients. Responsible and works under the supervision of the nurse in charge. Directs and assists in activities of ancillary personnel.

Essential Duties & Responsibilities:

- Assists in assessment of physical, psychological and social dimensions of patients.
- Assists with data collection and assessment of health care needs of patients.
- Observes patients in a systematic and continuous manner and reports information according to prescribed hospital policy and procedures.
- Assesses patient and family understanding of illness and self-care.
- Cooperates with health team members in developing a written, individualized plan of care for patients.
- Transcribes physician's orders and schedules tests, procedures, and treatments appropriately.
- Organizes patient care to be given to each patient, based on individual needs of the patient.
- Assists in, and directly participates in, the implementation of plan of patient care.
- Implements clinical and technical aspects of care in accordance with established policies and procedures. Intervenes with proper technique, procedure and safety precautions to meet individual needs of patients.
- Gives direct care to patients with complicated problems and assists with the care of patients in critical condition.
- Observes, records, and reports information pertinent to safe, effective patient care.
- Functions within limits of state Nurse Practice Act, hospital and nursing department policies and procedures.
- Provides care and demonstrates skills comparable to peers with similar training and experience, functioning under similar circumstances.
- Assists in evaluating nursing care in accordance with patients' plan of care.
- Evaluates patient response to specific therapies, communicating appropriate clinical information to other health care professionals involved in patient care.
- Evaluates and documents patient progress based on current problem list.
- Demonstrates knowledge of State Nurse Practice Act, hospital and nursing policy and procedures.
- Communicates with patients, family and visitors in a tactful and helpful manner.
- Assists with dietary and housekeeping tasks, when necessary, according to hospital policy.
- Assumes responsibility for safe and efficient use of supplies and equipment.
- Other duties as assigned.

Organization Responsibilities:

- Fosters a culture of service excellence which anticipates and responds to the needs of our customers.
- Performs job duties and responsibilities in a manner that reflects the highest ethical and professional standards.
- Maintains compliance with mandatory training initiatives, competencies, and licensure requirements.
- Complies with all CDP and departmental programs, policies and procedures (i.e. administrative, HR, financial, clinical, quality, and safety policies and procedures).
- Ensures and protects the confidentiality of sensitive information.
- Complies with all federal, state, and local standards and laws regulating the provision of professional services (licensure and scope of practice).
- Attends any mandatory training(s) or meeting(s) as required on a consistent regular basis.

Competencies:

- Communication Proficiency
- Collaboration Skills.
- Leadership.
- Organizational Skills.
- Presentation Skills.
- Teamwork Orientation.
- Technical Capacity.
- Time Management.

Education & Experience Requirements:

Must be a graduate of an accredited school of nursing and holds current license to practice nursing in South Dakota to practice as a Licensed Practical Nurse.

Knowledge, Skills & Abilities:

Must have the ability to adequately perform all assigned duties. Ability to work with others. Ability to work under pressure. Ability to learn operation of equipment related to patient care.

Customer Service Skills:

Ability to communicate effectively, using verbal and written communication skills in multiple relationships with a variety of cultural and social backgrounds. Ability to recognize, anticipate, and respond to the needs of all customers in a caring, respectful, and courteous manner that leads to satisfactory resolution. Utilizes communication skills effectively when interacting with appropriate verbal or written documentation to other health care providers. Interacts professionally with all constituencies. Consistently be a positive representative of CDP in the hospital and throughout the communities in which we serve.

Language Skills:

Must be able to read and write English. Ability to read and interpret documents such as safety rules, policies and technical procedures. Ability to write and correspond with team members.

Mathematical Skills:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

Work Environment:

May be exposed to communicable diseases when working in a health care environment. Must possess strength and endurance as duty requires standing, walking, bending, lifting and pushing.

Physical Demands:

Standing, sitting, walking, bending, pushing, and lifting. Must have the ability to carry out the physical demands of the position required in caring for patients.

	RARELY/NEVER	OCCASIONALLY	FREQUENTLY	CONSISTENTLY
LIFTING*			X	
Up to 10 lbs.			X	
11 - 24 lbs.		X		
25 - 34 lbs.		X		
35 - 50 lbs.		X		
51 - 74 lbs.		X		
75 - 100 lbs.		X		
Above 100 lbs.	X			
STANDING			X	
WALKING			X	
SITTING		X		

*Any lifting of 35lbs. or more requires the use of an assistive device and/or physical assistance.

Exposure Category: 1

- Tasks that involve exposure to blood, body fluids or tissues. This includes all procedures or job related tasks that involve inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or potential spills or splashes of them.
- Tasks that do not involve exposure to blood, body fluids or tissue, but exposure may be required as a condition of employment. Appropriate protective measures are readily available to these employees when needed.
- Tasks that involve NO exposure to blood, body fluids or tissue and Category I tasks are not a condition of employment.

HIPPA:

As part of a federally mandated HIPAA compliance plan, we must designate access classifications for every job description. For the job description of Licensed Practical Nurse, your classification is:

RESTRICTED ACCESS – A workforce member with restricted access will have limited access to protected health information.

Disclaimer:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. I understand that my employment is for an indefinite period of time and that this facility can change wages, benefits, and conditions of employment at any time.

Signatures:

This job description has been approved by all levels of management:

CEO _____

HR _____

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

Employee

Date

Department Manager

Date