

Job Description Licensed Practical/Licensed Vocational Nurse

General Description

Assume responsibilities for direct nursing care of assigned patients under the supervision of a registered nurse or physician in patient care area. Provides nursing services to patients and families in accordance with the scope of for the LPN/LVN as defined by the Appropriate Board of Nursing.

Required Qualifications

- Education: Graduation from an accredited Licensed Practical or Licensed Vocational Nursing Program.
- Experience: 2 years previous experience as LPN/LVN
- Licensure: Current LPN/LVN License from the applicable state
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Duties and Responsibilities

- 1) Provide and document direct nursing care of assigned patients under the supervision of a registered nurse or physician. Nursing care is guided by the physician orders and the nursing plan of care. Patient response to care is reported to a registered nurse for evaluation, intervention and modification of the plan of care. Assist other health care personnel in the delivery of patient care.
- 2) Participate in maintaining the environment of care including equipment and other material resources.
- 3) Participate in own professional development by maintaining required competencies and attending educational offerings. Supports the development of other staff and formal learners.
- 4) Participate in the identification of clinical or operational performance improvement opportunities and assists in performance improvement activities.
- 5) Perform other related duties incidental to the work described herein.

Knowledge and Job Performance Expectations

- 1) Observe patients, charting and reporting changes in patients' conditions, such as adverse reactions to medication or treatment, and taking any necessary action.
 - 2) Administer prescribed medications or start intravenous fluids, and note times and amounts on patients' charts.
 - 3) Answer patients' calls and determine how to assist them.
 - 4) Measure and record patients' vital signs, such as height, weight, temperature, blood pressure, pulse and respiration.
 - 5) Provide basic patient care and treatments, such as taking temperatures and blood pressure, dressing wounds, treating bedsores, giving enemas, douches, alcohol rubs, and massages, or performing catheterizations.
 - 6) Help patients with bathing, dressing, personal hygiene, moving in bed, and standing and walking.
 - 7) Supervise nurses' aides and assistants.
 - 8) Work as part of a health care team to assess patient needs, plan and modify care and implement interventions.
 - 9) Record food and fluid intake and output.
 - 10) Evaluate nursing intervention outcomes, conferring with other health-care team members as necessary.
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- 11) Assemble and use equipment such as catheters, tracheotomy tubes, and oxygen suppliers.
- 12) Collect samples such as blood, urine and sputum from patients, and perform routine laboratory tests on samples.
- 13) Prepare patients for examinations, tests and treatments and explain procedures.
- 14) Prepare food trays and examine them for conformance to prescribed diet.
- 15) Apply compresses, ice bags, and hot water bottles.
- 16) Clean rooms and make beds.
- 17) Inventory and requisition supplies and instruments.
- 18) Provide medical treatment and personal care to patients in private home settings, such as cooking, keeping rooms orderly, seeing that patients are comfortable and in good spirits, and instructing family members in simple nursing tasks.
- 19) Sterilize equipment and supplies, using germicides, sterilizer, or autoclave.
- 20) Assist in delivery, care, and feeding of infants.
- 21) Wash and dress bodies of deceased persons.
- 22) Make appointments, keep records and perform other clerical duties in doctors' offices and clinics.
- 23) Set up equipment and prepare medical treatment rooms.

Job Activities

- 1) Documenting/Recording Information -- Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- 2) Assisting and Caring for Others -- Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- 3) Making Decisions and Solving Problems -- Analyzing information and evaluating results to choose the best solution and solve problems.
- 4) Updating and Using Relevant Knowledge -- Keeping up-to-date technically and applying new knowledge to your job.
- 5) Organizing, Planning, and Prioritizing Work -- Developing specific goals and plans to prioritize, organize, and accomplish your work.
- 6) Getting Information -- Observing, receiving, and otherwise obtaining information from all relevant sources.
- 7) Communicating with Supervisors, Peers, or Subordinates -- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- 8) Monitor Processes, Materials, or Surroundings -- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- 9) Evaluating Information to Determine Compliance with Standards -- Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- 10) Identifying Objects, Actions, and Events -- Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

By signing below I acknowledge that I have read, understand, and can perform duties of this job.

Date _____