



JOB DESCRIPTION

Department:	Nursing Center	Job Code:	
Job Title:	Licensed Practical Nurse	EEO Job Family:	Technicians
Reports To:	Director of Nursing	FLSA Status:	Non-Exempt
Benefit Level:	III	Creation/Revision Date:	1/24/06

Role/Position Definition: Responsible for the provision of nursing care to patients and to direct non-licensed staff in the same. Assesses, plans care, provides treatment regimes, evaluates care and collaborates with the physicians and interdisciplinary care delivery team to provide comprehensive nursing care.

Qualifications/Position Requirements:

A. Education/Experience

Graduate of accredited school of licensed practical nursing required.

B. Licensure/Certification

Current unrestricted State of Michigan LPN licensure required.

Current BLS certification required within 1 year from date of hire.

C. Personal Skills

Requires constant and frequent judgment and response; occasionally in response to disasters or emergencies, actual events or drills.

Requires language skills adequate for high-level interpersonal and written communication.

Work Environment:

A. Requires high-level visual and auditory acuity for timely response and patient care assessment activities.

B. Ability to move quickly in response to physician and patient needs, to stand or sit for long periods, occasional overhead and low reaching and the ability to exert force of up to 50 lbs. occasionally, up to 20 lbs. frequently and/or up to 10 lbs. constantly. Patient care activities may require the ability to exert force of up to 30 lbs. constantly, up to 40 lbs. occasionally and up to 100 lbs. rarely.

Duties & Responsibilities:

A. Assesses the needs of the patients, including physical, emotional, psychological, spiritual, and social. Refers and collaborates with Registered Nurse on duty regarding abnormal findings, immediately upon assessment. Completes admission assessments, establishes nursing diagnosis and nursing care plans based on assessment, revises care plans as condition changes. Communicates care needs via Kardex.

B. Reviews laboratory test results, diagnostic test results and consult reports and forwards to physician immediately if abnormal, initiates appropriate nursing interventions.

- Reviews all abnormal results with Registered Nurse on duty. Documents communication with physician, subsequent medical orders, nursing interventions and administered treatment.
- C. Administers treatments following written physician orders and review of patient's condition. Collaborates with interdisciplinary team in determining appropriate treatment type, duration and dosage. Operates a variety of equipment and performs a variety of treatments, including but not limited to, Tube feeding, EKG, foley catheter insertion/care, oxygen administration, care of the tracheostomy, wound care, IV insertion, phlebotomy. DOES NOT administer IV push medication.
 - D. Assists patients to optimize independence, including but not limited to, ADL skills, mobility needs, improving cognition, nutritional intake and bowel and bladder retraining. Provides direct patient care as needed and assists non-licensed staff members as necessary.
 - E. Documentation is accurate, consistent and concise supporting assessment of patients, all treatments given, patient's response to treatment, and changes in treatment plans. Documentation is in approved format and on designated tools. All documentation, both narrative and flow sheets, is completed prior to the end of tour of duty, including co-signature and review of non-licensed staff documentation.
 - F. Provides patient education and discharge instructions related to medical and rehabilitation needs. Documentation reflects all teaching provided and patient/family understanding and return demonstration of self-care, on designated tools. Refers complicated cases to members of interdisciplinary team for further instruction. Participates as assigned at Team Conferences, communicating patient education and care needs.
 - G. Provides discharge instructions to patient/family. Documents all instructions and teaching on designated tools. Communicates, with facilities receiving patient upon transfer from Hospital.
 - H. Administers medication as per policy/procedure; oral, rectal, intramuscular, subcutaneous, subdermal, IVPB, PICC, ocular and otic. DOES NOT administer IVP medications. Demonstrates knowledge of medications and interactions, if questions arise demonstrates appropriate follow through. Appropriately documents medication held, refused or unavailable, communicating the same to the physician/designee.
 - I. Responds quickly and appropriately to emergency situations. Assumes roles during Code Blue emergency and conducts role without difficulty. Monitors and maintains necessary equipment and supplies.
 - J. Accurately notes and transcribes physician/designee orders. Exercises clinical judgement and discusses/questions orders as applicable, prior to executing. Transfers all pertinent information to kardex, bedside flow sheets, and in room communication tools.
 - K. Demonstrates customer focus and action orientation. Treats all customers, co-workers and supervisors with respect. Helps create and maintain a positive work environment. Adheres to and demonstrates Hospital policies, procedures, guidelines and protocols. Actively participates in process improvement activities and/or committees to improve care delivery and unit operations.
 - L. Performs all other duties as assigned.

APPROVALS	
Human Resources: _____	Date: _____
Department Head: _____	Date: _____