

NORTHEAST MONTANA HEALTH SERVICES – FAITH HOME
JOB DESCRIPTION
LICENSED PRACTICAL NURSE

NAME: _____

ACCOUNTABLE TO: **DIRECTOR OF NURSES**

PURPOSE OF YOUR JOB POSITION

The primary purpose of your job position is to function as a member of the Health Team within the boundaries of practical nursing in the day to day nursing activities of the facility. Such nursing care must be in accordance with current Federal, State, and local standards for LTC and CAH that govern the facility, and as may be directed by the Charge Nurse, or the Director of Nursing Service to assure the highest level of quality patient care can be maintained at all times.

The Licensed Practical Nurse performs skilled nursing care to patients and various activities directly and indirectly related to patient care, under the direction and supervision of a Registered Nurse.

Every effort has been made to make this as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical job assignment to the position.

WORKING CONDITIONS

1. Is subject to frequent interruptions.
2. Is subject to sitting, standing, and lifting throughout the day.
3. Is subject to infectious disease, waste, and odors while on duty.
4. Is subject to hostile, emotionally upset patients, families, visitors and staff members.
5. Is willing to work beyond the normal working hours, weekends and holidays as scheduled or as needed.
6. Attends and participates in continuing educational offerings to keep self informed of changes in nursing practice.
7. Communicates with department supervisors, and medical staff.
8. May be required to be placed on an “on call” status during periods of low census.

ESSENTIAL JOB FUNCTIONS

1. Must have a current Montana license as a Licensed Practical Nurse.
2. Must be in good physical and mental health to maintain a good working level for extended periods of time.
3. Must be able to read, write, speak, comprehend and communicate the English language in a concise manner.
4. Must possess sight and hearing functions or be willing to utilize prosthetic devices that will enable the employee to fulfill the requirements of the position.
5. Must be able to lift 25 - 30 pounds.

MAJOR FUNCTIONS AND RESPONSIBILITIES

Professionalism: Engages in conduct reflecting the high standards set by the professional nurse.

1. Communicates a positive, professional image of the nursing department and institution by the manner in which he/she communicates, dresses, speaks on the phone, and interacts with patients, staff, and physicians.
2. Identifies strengths and weakness in overall performance and tries to grow in areas of personal weakness.
3. Arrives at work punctually and regularly. Returns from breaks and meeting promptly.
4. Participates in continuing education classes and mandatory in-service programs made available to increase professional confidence and to meet personal needs and goals.
5. Assures confidentiality of patient, physician and staff.
6. Is accountable and responsible for his/her own actions.

Coordination of care: Efficiency in operations resulting in optimum delivery of patient care.

1. Objectively oversees and evaluates patient care given by the Nursing Assistants.
2. Assists by making frequent rounds to observe the patient's condition and identify patient care needs.
3. Assists in the facilitation of patient's admission, transfer, and discharge.
4. Assume delegated responsibilities from the Charge Nurse and implements them in a safe manner.

5. Performs nursing techniques and treatments for the comfort and well being of the patient.
6. Accompanies and assists physicians with rounds, examination, and treatments.
7. Assists in the orientation of licensed staff and nursing assistants.

Motivation: Create a climate of participation to achieve our goal of optimum care.

1. Encourages peers and co-workers to work to their fullest potential.
2. Assists co-workers when personal responsibilities are completed and the co-workers responsibilities are not complete.
3. Provides encouragement and praises co-workers when they perform well.
4. Helps to promote a consistent respectful relationship with others in the work environment.

Communication: Exchange ideas in a constructive, courteous, effective manner.

1. Follows the chain of command when communicating in the nursing department.
2. Effectively and accurately reports any unusual change in the patient's condition associated with drugs, treatments, or significant incidents to the Charge Nurse or Physician.
3. Applies basic verbal/non-verbal communication skills to identify and reduce anxiety in the patient and/or family.
4. Interacts effectively with other team members.
5. Reports supplies and repair needs to proper Faith Home personnel.
6. Assists with admission and interviews of patients.
7. Refers any major decision making problems to the Charge Nurse or the Director of Nurses.
8. Participates in Department and Committee meetings to work towards solutions to meet patient, staff, and facility needs.
9. Demonstrates ability to laugh when appropriate.
10. Assists with In-service Education for the staff.
11. May be asked to participate in Department and Committee meetings.

12. Cooperates and communicates professionally with all other departments.

Documentation: Collecting, abstracting and coding of printed or written information for future reference.

1. Participates in preparing and maintaining admission and nursing records.
2. Receives written, verbal and telephone orders from Physicians in the absence of a Registered Nurse.
3. Assists with accurate transcriptions of Physician orders.
4. Records pertinent information clearly and accurately in the medical record.
5. Assists with updating the nursing care plan to meet the changing needs of the patient.
6. Records and counts narcotics when assigned.
7. Assists with assuring all patient charges are recorded.

Essential Job Competence: The ability to perform one's job within the set standards of nursing care.

1. Remains current in knowledge and skills required to effectively perform changing job responsibilities.
2. Demonstrates a sound knowledge base;
 - a. Basic nursing care skills.
 - b. Normal and pathological physiology.
 - c. Drug actions and interactions.
 - d. Purpose and functional capacity of equipment.
3. Assesses, recognizes and reports effects of drug therapy on patients.
4. Knows his/her own limitations and seeks guidance when needed.
5. Able to perform basic trouble shooting on equipment when needed.
6. Knows and follows hospital policies, procedures and regulations.
7. Administers prescribed medications in the appropriate manner

Flexibility: The ability to change, capable of modification.

