

**WEST PARK HOSPITAL DISTRICT
JOB DESCRIPTION**

JOB TITLE: Licensed Practical Nurse - Acute Care Unit/Rehab

DEPARTMENT: Acute Care

IMMEDIATE SUPERVISOR: Director

JOB SUMMARY: Administer nursing care to patients in an efficient, safe, and courteous manner using proper nursing procedures. The staff member must be able to demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served on his or her assigned unit. The individual must demonstrate knowledge of the principles of growth and development over the life span and possess the ability to assess data reflective of the patient's status and interpret the appropriate information needed to identify each patient's requirements relative to his or her age-specific needs, and to provide the care needed as described in the unit's/area's/department's policies and procedures.

AGES SPECIFIC TO ACUTE CARE UNIT:

Newborn-	Birth through 1 month	Adolescent/Teenager-	13 years through 17 years
Infant-	1 month through 1 year	Young Adult-	18 years through 34 years
Toddler-	2 years through 3 years	Middle Adult-	35 years through 50 years
Preschool-	4 years through 5 years	Mature Adult-	51 years through 69 years
School Age-	6 years through 12 years	Geriatric Adult-	70 years +

CULTURE/RELIGIOUS ASPECTS: Employee will care for patients of all cultural and religious backgrounds. In view of the seasonal influx of people from all over the world, be prepared to care for patients of diverse cultural and/or religious backgrounds.

ETHICS AND COMPLIANCE: Employee performs within the prescribed limits of the hospitals/departments Ethics and Compliance Program. Is responsible to detect, observe and report compliance variances to their immediate supervisor, or upward through the chain of command, the Compliance officer or hospital hotline.

ESSENTIAL FUNCTIONS:

1. Performs and documents patient assessments as needed during hospitalization.
2. Assists the RN with the initial patient care plan on admission, and revise as needed.
3. Assists patient, physician and peers in determining long and short range goals for patient and formulating a plan to work toward those goals.
4. Carries out medical and nursing treatment in an accurate and timely manner.
5. Maintains a knowledge of the patient's status during hospitalization and work with health care team to adjust and improve approach to recovery.
6. Performs treatments and procedures, as directed, which are within the individual's training and capabilities. Changes sterile dressings, performs catheterizations, suction patients, irrigates nasogastric and gastrostomy tubes, assists physician with diagnostic exams and procedures. Assists RN with NG tube insertion.

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7. Performs patient care duties described in nursing assistant job description.
8. Functions as a team member on the medical/surgical unit under the supervision of a qualified RN after showing competence in patient care, the ability to organize work, effective communication with physician and patients, the ability to set priorities, and a knowledge of pharmaceuticals and their administration. Supervises nonprofessional and professional staff in delivery of care to assigned patients.
9. Complies with state and federal regulations concerning the taking of verbal and telephone orders.
10. Follows procedures to assure that supplies and medication stocks are rotated and replaced as used.
11. Follows procedure for medication administration and narcotics control and as per state and federal regulations allow.
12. Documents medications and nursing care in a timely and accurate manner.
13. Assumes professional responsibility for assuring patient care is of the highest standards possible. Communicates questions about appropriateness of medical or nursing care through chain of command, as needed.
14. Assures that consents are obtained when needed, and that all records are signed and legally complete. May witness all consents, and co-witness telephone consents.
15. Completes incident and error forms according to policy when appropriate.
16. Due to the basic knowledge and skills acquired in a state board approved practical nursing program, an LPN may perform the following procedures under the direction of an RN, physician, or dentist:
 - a. observe and monitor intravenous fluid treatment;
 - b. calculate and maintain flow rate of intravenous infusions;
 - c. discontinue intravenous infusions; and
 - d. report and document observations and procedures performed relating to intravenous fluid treatment.
17. Participates in inservice programs as both student and teacher. Take primary responsibility for keeping own knowledge and skills current.
18. Works with other departments in coordinating smooth transfer of patients for procedures or diagnostic test. Cooperates and has a positive attitude toward other hospital departments.
19. Participates in monthly departmental meetings and resuscitation drills.

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20. Assists in peer and staff evaluations according to procedure.
21. Adheres to standards of safety and infection control in delivery of patient care.
22. Assists nursing staff in other department as requested and qualified when need arises.
23. Maintains a current yearly CPR certification. Maintain a knowledge of basic arrhythmia interpretation.
24. Assists in orientation of new personnel.
25. Attends 20 hours of inservice education yearly.
26. Attends departmental and hospital meetings and educational inservices.
27. Maintains a positive attitude towards co-workers, patients, visitors.
28. Performs other duties as assigned.

EDUCATION: LPN graduate with a current Wyoming licensure.

EXPERIENCE: Experience in medical/surgical and pediatrics preferred.

SKILLS: Knowledge of medical/surgical nursing principles. Knowledge of aseptic technique and infection control principles. Able to perform effectively in highly stressful situations. Must be able to interact effectively with a wide variety of people. Excellent communication skills. Able to serve as an example to other employees.

WORKING CONDITIONS: Works in a clean, well-lighted, heated and air conditioned area. Exposure to unpleasant sights, smells and infectious disease possible. Work schedule is 72 hours every two weeks. May need to work overtime as need arises. Holiday and weekend work at times.

PHYSICAL DEMANDS: Extensive standing, sitting, walking, heavy lifting.

My job requires that I lift:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A. Up to 10 lbs.			X	
B. 11 - 24 lbs.			X	
C. 25 - 34 lbs.			X	
D. 35 - 50 lbs.			X	
E. 51 - 74 lbs.		X		
F. 75 - 100 lbs.		X		
G. Above 100 lbs. STATE WEIGHT		X		
H. STANDING			X	
I. WALKING			X	
J. SITTING			X	

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

EXPOSURE CATEGORY 1

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.
2. 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.
3. Tasks that involve NO exposure to blood, body fluids or tissue and Category I tasks are not a condition of employment.

Employee Signature

Date

Reviewed: 7/05, 12/10

Revised: 7/05, 12/10