

KIOWA COUNTY MEMORIAL HOSPITAL

JOB DESCRIPTION

POSITION

Licensed Practical Nurse

SUMMARY

Under general supervision, plans, directs, and evaluates total nursing care and functions in one unit on a particular shift, in accordance with established philosophy. Responsible for orientation, training, and management of personnel. Relates effectively with other shifts for continuity of care, maintains satisfactory relations with other departments and nursing units; participates in all phases of education, maintenance of records, and upgrading of policies, procedures and skills.

EDUCATION

Graduate of an accredited school of nursing

Current Kansas License to practice professional nursing.

EXPERIENCE REQUIRED

None required but preferred

SKILLS AND ABILITIES

- Use common sense and special medical skills to care for the sick or handicapped.
- Understand technical information from supervisors, charts, reference books, manuals, and labels.
- Use eyes hands and fingers with skill.
- Work fast in emergency.
- Communicate with people when they are sick, handicapped, or nervous.
- Change from one duty to another frequently.
- Follow instructions exactly.
- Record information exactly
- Possess thorough knowledge of nursing principals as well as hospital types of policies and procedures.
- Demonstrates ability to provide quality patient care.
- Communicates and works effectively with people.
- Possesses potential for leadership.
- Possesses ability to assess patients' needs, clinical, teaching, mental and spiritual.

ESSENTIAL RESPONSIBILITIES

- Provides the best possible nursing care by planning, organizing, and directing nursing functions of the patients on the unit.
- Initiates and implements patient care plan.
- Makes nursing assignments appropriate to the skill level of the employees.
- Maintains acceptable standards of patient care.
- Identifies problems and guides personnel to their solution.
- Creates a working climate that provides growth and job satisfaction of personnel.
- Accurately and promptly implements physician's orders.
- Administers medications and intravenous solutions skillfully and correctly within licensing guidelines.

- Maintains the standards of accurate and complete recording and reporting. Arranges to have needed supplies and equipment on hand.
- Participates in planning changes and improvements.
- Participates in hospital safety programs.
- Supports and enforces infection-control policies and procedures.
- Is resourceful and calm in emergencies.
- Keeps DON informed of patient's needs and problems on the nursing unit.
- Participates in orientation and in-service training for personnel.
- Evaluates the performance of personnel with recommendations for appropriate action.
- Assists in reviewing and revising policies and procedures.
- Maintains a professional approach with confidentiality.
- Displays concern and initiative.
- Observes and supports hospital policy.
- Is prompt and efficient with minimal absences.
- Cooperates and maintains good rapport with nursing staff, medical staff, other Departments and visitors.
- Performs additional duties as assigned.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the Department.

SUPERVISION

Director of Nursing

Charge Nurse

PHYSICAL REQUIREMENTS

- **Medium Work:** Exerting 20 to 50 pounds of force occasionally (occasionally: activity or condition exists up to 1/3 to 2/3 of the time), and/or greater than negligible up to 10 pounds of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects.
- **Reasoning Development:** Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.
- **Mathematical Development:** Practical application of fractions, percentages, ratio, and proportion, addition, subtraction, multiplication and division.
- **Reading:** Read instruction, rules, etc., looking up unfamiliar words in the dictionary for meaning, spelling, and pronunciation.
- **Speaking:** Speak clearly and distinctly with appropriate pauses and emphasis, correct pronunciation, variations in word order, using present, perfect, and future tenses.

ENVIRONMENTAL

Indoor, general hospital environment

TRAINING AFTER HIRE

Training programs that apply to position or enhance job performance will be required. Hospital wide in-service attendance will be required. BLS is required, ACLS and PALS preferred.

Licensed Practical Nurse

I have reviewed the above job descriptions and requirements and verify that I can meet all the specified duties and requirements.

I understand that Kiowa County Memorial Hospital (KCMH) cannot guarantee my employment and that KCMH can change wages, benefits and conditions of my employment at any time.

I understand that in the performance of my duties as an employee of KCMH, I must hold in confidence all that pertains to the patient, relatives and all other employees. Furthermore, I understand that intentional or involuntary violation of my employer's confidentiality may result in immediate termination of employment for cause.

I understand that a conditional job offer is extended, pending pre-employment physical and KDHE background check.

Employee signature/date

