

Hardin County General Hospital
Job Description
JOB TITLE: **Licensed Practical Nurse**

DIVISION: Nursing

DEPARTMENT: Nursing

EMPLOYEE NAME:

SUPERVISOR: Director Nursing Services

APPROVED BY: Roby Williams, Administrator

DATE: (rev.03/13)

BASIC FUNCTION AND SUMMARY: The Licensed Practical Nurse assists the Registered Nurse in the delivery of nursing care to patients of all ages, and also assists in patient teaching assignments. The LPN is generally required to pass medications.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

I. Clinical Nursing Practice and Patient Care Activities

- A. Assists in providing nursing care to patients through use of the nursing process
 - 1. Assists in assessment of physical, psychological, and social dimensions of patients.
 - 2. Assists in planning a formal plan of care for patients.
 - 3. Assists in and directly participates in implementing plan of care.
 - A. Implements clinical and technical aspects of care and nursing orders in accordance with established policies and procedures. Intervenes with proper technique, procedure and safety precautions to meet individual needs of patients.
 - B. Implements medical plan through passing medications and documentation of same.
 - C. Functions within limits of State Nurse Practice Act, hospital and nursing department policies and procedures.
 - 4. Assists in evaluating nursing care provided.
- B. Passing medications
 - 1. The LPN administers drugs under the direct supervision of a Registered Professional Nurse.
 - 2. The LPN may pass oral medications; give intra muscular and other subcutaneous injections after checking the dosage with a Registered Nurse or Charge Nurse.
 - 3. As authorized by individual hospital policy, the LPN may set up intravenous fluids to be started, hang the fluid bottles, monitor and discontinue the fluid, and change tubing, as necessary.
 - 4. The LPN generally may not administer experimental or chemotherapeutic drugs.
- C. Other Direct Patient Care Activities

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1. Gives direct care to patients with complicated nursing problems and assists with care of patients in critical condition.
2. Performs treatments or assists in treatments and procedures, such as insertion of straight and retention catheter; administering tube feedings; changing and application of dressings and compresses; and doing oral, nasal, and tracheal suctioning.
3. Observes patients and records and records information according to prescribed hospital policy and procedure.
4. Keeps nursing personnel informed regarding changing conditions of patients and/or other pertinent observations.

II. Patient and Family Instruction/Education

- A. Assists in assessment. Planning, implementation and evaluation of patient and family instruction.
1. Provides support for emotional needs.
 2. Teaches appropriate self-care.
 3. Advocates use of community resources.

III. Other Activities Related to Patient Care

- A. Develops and maintains interpersonal relationships with patients, visitors, and hospital personnel.
- B. Keeps patient information confidential and respects patients' right to privacy.
- C. Assists in maintaining a clean, safe environment for patients and coworkers.
- D. Transports patients to other units and/or departments.
- E. Assists in and performs unit assignments, as required.
- F. Participates in in-service programs for self-enrichment to maintain the high quality of nursing practice, and seeks further growth through other education opportunities.

IV. Other Activities as Required by the Hospital

Complies with established hospital policies and procedures and standards of operations as outlined in the employee's Safety Manual, Disaster Plan, Quality Improvement Training Workshop and Personnel Policy and Procedures.

Complies with established hospital wide and departmental HIPAA policies and Corporate Compliance Plan.

Cooperates with the hospital staff to maintain harmonious working relations among employees.

Complies with established communications code concerning employee meetings, department meetings, in-services, etc.

Participates on committee as requested.

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Attends meetings as required such as in-service meetings, committee meetings, department meetings, team meetings, etc.

Maintains an adequate reference library.

Complies with established hospital grievance policy and procedure.

Complies with the established "Code of Conduct".

Participates in the physical examination policy.

Complies with the established hospital time clock policy and procedure.

Complies with the established hospital dress code policy.

Participates in Quality Improvement activities, including teams, projects and studies.

Performs other duties as needed.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Graduate from an accredited school of Practical Nursing with successful completion of an accredited pharmacology course. Must be eligible for or currently licensed as a Practical Nurse in the state where practicing.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee must maintain good physical and mental health, be able to work under pressure, and to relate to patients, hospital staff and visitors.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle or feel objects, tools or controls. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and depth perception.

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WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Sedentary position. Subject to many interruptions.

I have, this day, received and read the Job Description for the above position, and I fully understand the duties and responsibilities involved. I understand that it is my responsibility to fulfill those duties to the best of my ability in accordance with the Hospital's policies and procedures.

Employee Signature

Date

Witness Signature

Date

Note: The employee should retain a copy of this signed description for his/her record with the original being returned to the Human Resources (HR) office.