



**Employee Reference Request**

Company name \_\_\_\_\_  
Address \_\_\_\_\_  
City State Zip \_\_\_\_\_

Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Attention: \_\_\_\_\_

I am applying for a position with American Medical Personnel. Please complete the following confirmation of employment and performance evaluation as soon as possible and fax the completed form to American Medical Personnel at **330.433.1086**

I hereby give American Medical Personnel permission to contact my former employer(s) and obtain written or verbal confirmation of dates employed and an evaluation of my performance.

\_\_\_\_\_  
Print name above

\_\_\_\_\_  
Sign name above

\_\_\_\_\_  
Date

**Employment Verification**

Please verify position with company: \_\_\_\_\_

Please verify dates of employment: Start date \_\_\_\_\_ End date \_\_\_\_\_

Reason for leaving employment: \_\_\_\_\_

Is employee eligible for rehire? Yes No

**Performance Evaluation**

Appearance:	Acceptable	Unacceptable
Quality of Work:	Acceptable	Unacceptable
Job Knowledge:	Acceptable	Unacceptable
Initiative:	Acceptable	Unacceptable
Dependability:	Acceptable	Unacceptable
Attendance:	Acceptable	Unacceptable
Comments:		

\_\_\_\_\_  
Signature of person completing form

\_\_\_\_\_  
Date

Please fax completed form to American Medical Personnel at 330.433.1086  
Thank you for your time and consideration.



### **Consent for Background Check & Drug Test**

You are authorizing American Medical Personnel to conduct an investigation of your background, driving record/motor vehicle registration, references, character, past employment, education, criminal or police records for the purpose of confirming the information contained on your application and according to American Medical Personnel's customer requirements or regulations.

You understand that if the investigation results do not meet the minimum Customer requirements, you can't be employed at that customer.

You are consenting to submit to the testing of illegal drugs pursuant to American Medical Personnel's customer requirements or regulations. You understand that some of American Medical Personnel's customers require pre-employment drug testing, regular drug testing or random drug testing.

You understand that if the test results do not meet the minimum Customer requirements, you can't be employed at that customer, and if you are already employed with that Customer, your employment may be terminated.

You agree to notify American Medical Personnel within five days of any criminal conviction or a drug-related offense occurring during your employment.

You agree that if you ever make a claim of personal injury or illness while employed through American Medical Personnel at a customer, you will submit to examinations by physicians of your selection and undergo a drug screening.

You agree to release American Medical Personnel, its customers, and any hospital, clinic, laboratory or medical review officer selected to conduct the test(s) or to analyze the results from any liability for the above actions.

You understand that any investigation processed by American Medical Personnel belongs to American Medical Personnel and if you wish to receive copies, you will be responsible for reimbursing American Medical Personnel for costs incurred for each investigation.

You have read this release in full and understand and consent to all of its terms.

You are signing voluntarily with full knowledge of its significance.

\_\_\_\_\_  
Print your full name above

\_\_\_\_\_  
Sign your full name above

\_\_\_\_\_  
Date signed



## **Job Description**

### **Licensed Practical Nurse (LPN)**

#### **Position Requirements:**

You must possess a valid LPN license from a Practical Nurse Program from the State of Ohio  
You must possess a current CPR or ACLS certification only if certain facilities require it.  
You must possess a minimum of six months to one-year documented experience as an LPN

#### **Position Description:**

By signing below, you acknowledge and understand that as a Licensed Practical Nurse (LPN), you will be assisting with the admitting, transferring and discharging of residents as directed by your supervisor.

You understand that you will perform direct patient care under the supervision of a Registered Nurse according to the facility's policies and procedures. You will observe and document your resident's condition and report accurately to the RN.

You understand that you will implement physician's orders safely and accurately under the guidance of an RN and administer medications and therapies within the scope of Safe Nursing Practices.

You must provide and receive status reports at the change of shifts and adapt quickly and efficiently to the changing demands of the shifts.

As an LPN, you will provide support and compassion to residents and their families, including counseling, teaching and emotional support.

LPNs must be dressed appropriately, wear a photo ID badge at all times and maintain a clean and safe environment for the residents.

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Date



## LPN Skills Checklist

Please complete the following based upon your experience.

Description		Proficient	Observed	No Exp
<b>Therapeutic Nursing Care</b>	Enemas, rectal suppositories, fecal impaction, colostomy irrigation			
	Assessment & management of open wounds			
	Blood glucose testing devices			
	Gastrostomy tube			
	Catheter care, catheterization			
	Continuous bladder irrigation			
	External feedings			
	Insertion, care, of a gastrostomy tube			
	Insertion of suprapubic catheter			
	Nasogastric tube placement			
	Oil retention enema			
	Oral, nasopharyngeal, tracheostomy suction and care			
	Ostomy care			
	Seizure precautions			
	Suture removal			
	Wet or dry sterile dressing and wound irrigation			
<b>Eyes and Ears</b>	Instillation and irrigation of eye, ear drops			
<b>Medications</b>	SQ, IM injections, Z-Track			
	Administration of medications via nasogastric or gastrointestinal tube			
	Administration of potassium via IV infusion			
	Intermittent intravenous medication and IV therapy			
<b>Oxygen</b>	Arterial blood gas samples			
	Oxygen safety, therapy			
	Postural drainage			
<b>Line Therapy</b>	Administration of medication through Groshong, Hickman, Broviac, or epidural catheter			
	Blood administration			
	IV and central line dressing change			
	Irrigation of a Heparin lock			
	IV Gamma globulin administration			



**LPN Skill Checklist  
continued**

<b>Description</b>		<b>Proficient</b>	<b>Observed</b>	<b>No Exp</b>
	Irrigation and obtaining blood specimens from a catheter			
	Picc lines, Port-a-cath system			
	Total parenteral nutrition, lipids			
<b>Diagnostic Tests</b>	Collection or culture of clean catch, foley, or urostomy urine specimen			
	Gastric analysis			
	Intermittent self-catheterization			
	Testing for occult blood in feces			
	Venipuncture for blood specimens			
<b>Orthopedic Care</b>	Care of patient with total hip or knee replacement			
	Care of patient following total knee replacement			
	Care of patient in traction			
	Stump wrapping			
	Use of arm or leg splint			
<b>Miscellaneous</b>	Bedside commode			
	Bladder or bowel training			
	Care of patient with heart conditions			
	Care of diabetic patient			
	Care of hemodialysis patient			
	Care of patient with acute myocardial infarction			
	Care of patient with plaster cast			
	Care of patient with visual impairment			
	Care of patient with Hypertension			
	Collection of a urine, sputum, or stool specimen			
	Patient safety			
	Prevention and care of pressure or decubitus ulcers			
	Solutions for dilutions, reconstitutions, and irrigations			
	Teaching of self-injection of insulin			

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## LPN Skills Assessment

1. An edematous geriatric patient has been ordered Lasix (Furosemide).  
The purpose of this drug is to promote:
  - a. Diaphoresis
  - b. Coagulation
  - c. Appetite
  - d. Urination
  
2. Deficiency of potassium may result in:
  - a. Diarrhea
  - b. Petechiae
  - c. Cardiac arrhythmias
  - d. GI bleeding
  
3. You are to give 10 cc Phenergan cough syrup with codeine.  
The bottle is labeled 10.0 mg of codeine in 5 ml of cough syrup.  
How many mg of codeine will the patient receive in each prescribed dose?
  - a. 20 mg
  - b. 0.5 mg
  - c. 10 mg
  - d. 1.0 mg
  
4. You are to give a patient 65 mg of Demerol STAT.  
The dosage on hand is 50 mg per ml. The correct amount to give is:
  - a. 6.5 ml
  - b. 3.2 ml
  - c. 77 ml
  - d. 1.3 ml

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## **In-service Blood Borne Pathogens**

1. True False  
Of all the blood borne pathogens, HBV is the major infectious hazard to healthcare workers.
2. True False  
Blood borne pathogens may enter your body through accidental injury by a contaminated sharp object, through non-intact skin or via mucous membranes of your mouth, nose, or eyes.
3. True False  
Your employer has a written exposure control plan mandated by OSHA that describes specific measure you and your facility take to minimize your risk of exposure to blood borne pathogens.
4. True False  
Standard precautions provide you with a standard system of safeguards against blood borne infections.
5. True False  
To be on the safe side, always wear personal protective equipment that covers your face, hands, and entire body.
6. True False  
As long as your disposable, single-use gloves are not punctured, you can wash them on your hands with soap and running water for use with the next patient.
7. True False You should never eat, drink, apply cosmetics or lip balm, or handle contact lenses where exposures may occur.
8. True False  
Discard contaminated sharps only in designated puncture-resistant containers.
9. True False  
The biohazards signs on bags and containers designates contents contaminated with blood or other potentially infectious material
10. True False  
If you have an accidental exposure, immediately wash exposed skin with soap and water or flush exposed mucous membranes with water, then report the incident to your supervisor



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### **In-service Combative Residents**

1. True False

A resident's combative behavior is often a sign that he or she does not like you or is afraid of you.

2. True False

Resisting care, verbal aggression, catastrophic reactions are common form of combative behavior.

3. True False

Combative behavior often occurs when a resident is unable to communicate adequately, misinterprets efforts to provide care or is unable to control feelings.

4. True False

Since families often hinder your ability to accurately assess the behavior of residents, it is wise not to involve them in your search for clues or patterns related to aggressiveness.

5. True False

Clues that a combative incident is about to happen include agitation, nervousness, frustration, fear, suspicion, hostility, confusion, and resentment.

6. True False

Standing behind residents and addressing them in a loud voice may startle them, but won't trigger aggression.

7. True False

If a resident resists care such as feeding, bathing or medicating, ignore the resident.

8. True False

When given positive feedback to encourage acceptable behavior, residents often become less combative.

9. True False

To reduce combative behavior among residents, caregivers may have to modify their own behavior.

10. True False





A caregiver's attitudes and actions, whether positive or negative, are often mirrored by residents.

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**In-service  
Elder Abuse and Neglect**

1. True False  
If you position an elder incorrectly or force them to eat, you are physically abusing that person.
2. True False  
It is never acceptable to restrain an elder chemically or physically for purposes of discipline or convenience.
3. True False  
When an elder is treated like a child or an infant, they are being psychologically abused.
4. True False  
Withholding adequate fluids or physical therapy or false teeth from a senior is considered physical neglect.
5. True False  
When elders use their call bells inappropriately, you are not neglecting them if you take your time answering their calls.
6. True False  
You are neglecting an elder if you leave them on the toilet for an extended period of time, even if you got busy and just forgot.
7. True False  
Dehydration, decubitus ulcers, and poor personal hygiene may be signs of physical neglect.
8. True False  
When you witness abuse, your primary concern is to report the abuser to prevent the abuse from happening again.
9. True False  
When abuse or neglect is suspected, the elder should be assessed without the suspected abuser present.
10. True False  
Failure to report observed or suspected abuse can result in a claim of negligence in some states.



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**In-service  
Ergonomics**

1. True False  
You can protect your back by getting help, either human or mechanical, when you must transfer a patient.
2. True False  
Only healthcare workers who have back injuries should use lifting teams.
3. True False  
You should never use a gait belt to lift a patient.
4. True False  
A sit-to-stand lift is helpful for toileting patients who can bear some weight.
5. True False  
A lateral-transfer device can move a patient from stretcher to X-ray table.
6. True False  
A friction reducer can make it easier to pull a patient up in bed.
7. True False  
Walkers are too old-tech to really help you protect your back when moving a patient.
8. True False  
To turn, you should move your feet instead of twisting your back.
9. True False  
If you spill something, leave it until you have time to clean it up.
10. True False  
Two benefits of protecting your back are more enjoyable after-work activities and being able to provide better patient care.

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**In-service  
Fire Emergency**

1. True False  
Fire can kill without burning.
2. True False  
When entering the scene of a fire, stay low.
3. True False  
Use an elevator to evacuate patients to a higher level.
4. True False  
If necessary, you can evacuate a patient to safety by pushing him in his bed.
5. True False  
When rescuing a patient take care to protect their head.
6. True False  
Check under the bed for a missing patient.
7. True False  
A staff member must stay with patients even after reaching a safe area.
8. True False  
Memorizing a formula like "RACE" can help you respond to a fire emergency fast and effectively.
9. True False  
You should have a general idea of where the fire extinguishers are located on your unit.
10. True False  
You can be prepared for a fire emergency simply by memorizing a few rules.

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**In-service  
HIPPA**

1. True False  
The HIPPA Privacy Rule protects a patient's fundamental right to privacy and confidentiality.
2. True False  
Protected Health Information (PHI) is anything that connects a patient to his or her health information.
3. True False  
PHI is disclosed when it is shared, examined, applied, or analyzed.
4. True False  
Authorization must be obtained for any use/disclosure of PHI for marketing purposes.
5. True False  
After signing an authorization, the patient can decide to revoke it.
6. True False  
You must obtain patient agreement to use/disclose PHI for public health activities related to disease prevention.
7. True False  
In general, disclosure of PHI must be limited to the least amount needed to get the job done right.
8. True False  
The Notice of Privacy Practices gives patients the right to request a history of routine disclosures.
9. True False  
The Privacy Rule gives patients the right to take action if their privacy is violated.
10. True False  
To protect patient confidentiality, learn about your facility's patient privacy rights and encourage others to do the same.



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**In-service  
Infection Control**

1. True False  
Both people and objects can be sources of infection.
2. True False  
Newborns, elderly people, persons with weak immune systems and persons with chronic disease are especially susceptible to infection.
3. True False  
Infection can enter your body through inhalation, your eyes, nose and mouth, a break in your skin or contaminated shared object.
4. True False  
The longer someone is hospitalized, the less is his or her chance of acquiring an infection.
5. True False  
Standard Precautions require that you treat all patients as though they may be infectious.
6. True False  
Hand-washing is the single most important precaution for preventing the spread of infection.
7. True False  
You should avoid unprotected mouth-to-mouth resuscitation.
8. True False  
If you avoid touching the outside of your gloves during their removal, you don't need to wash your hands.
9. True False  
There is no specified order for PPE removal as long as you remove it before leaving the work area.
10. True False  
You should never eat, drink, apply cosmetics or lip balm, or handle contact lenses where exposure to infection may occur.



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### **In-service Patient Rights**

1. True False  
Patients have a fundamental right to considerate healthcare that safeguards their dignity and respect their values.
2. True False  
The Patient's Bill of Rights is legislated through state law and monitored by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO).
3. True False  
Patients forfeit their right to be treated with respect and courtesy when they become demanding and impolite.
4. True False  
Under HIPPA you are obligated to protect the privacy and confidentiality of all patient information.
5. True False  
All persons providing any type of services to a patient must reveal their identity and professional status to the patient.
6. True False  
When a patient refuses care, he or she is no longer entitled to other care or services provided by your facility.
7. True False  
Your facility is required to have a system in place to advise patients of their right to an advance directive.
8. True False  
Patients must be given access to healthcare regardless of national origin, race, age, religion, sex, creed, or sources of payment.
9. True False  
Your facility must inform patients of their rights and responsibilities in receiving healthcare.
10. True False  
Patients have the right to obtain an itemized explanation of the bills related to their healthcare.



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**In-service  
Personal Protective Equipment**

1. True False  
PPE can protect against infectious hazards like HIV, hepatitis B and infectious tuberculosis.
2. True False  
You must use PPE that is designed to protect you against the specific hazards you face on the job.
3. True False  
You don't have to wear gloves if you are allergic to latex.
4. True False  
You should wash your hands before putting on gloves.
5. True False  
It is not necessary to wash hands after removing gloves.
6. True False  
A standard surgical mask provides adequate protection against infectious tuberculosis.
7. True False  
You should wear goggles when working with hazardous chemicals.
8. True False  
Lead-lined PPE shields the body from external beam radiation.
9. True False  
You should wash your hands after working with radioactive materials.
10. True False  
A good rule of thumb is to wear as much PPE as possible, whether you need it or not.

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Sign name above

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Date

