

DAVIS COUNTY HOSPITAL  
Job Description

TITLE: Licensed Practical Nurse

DEPARTMENT: Nursing

JOB GRADE:

APPROVED BY: Director of Nursing

FORMER REVISION: 01/01

LATEST REVISION: 03/04

LATEST REVIEW: 05/06

**This job description covers the most significant duties performed, but does not exclude other, work assignments not mentioned.**

DEPARTMENT OBJECTIVE:

To coordinate and provide quality care to all patients receiving services in the Acute or Long Term Care Unit.

JOB SPECIFICATION:

Education and Training: Graduate from an accredited school of practical nursing.

Licensure: Licensed Practical Nurse BCLS within 30 days of employment

Experience: None

Abilities: Good verbal and written communication skills. Motor coordination and manual dexterity required. Adaptable to changing work schedule and patient needs.

REPORTING RELATIONSHIPS:

Reports to: Registered Nurse/Charge Nurse/Shift or LTC Manager

Supervises: Assist in supervision of CNA's

JOB SUMMARY:

Knows and applies current nursing theory, principles of care and nursing procedures in performing the following functions appropriate to the age of the patient in the delivery of quality care and services; Holistic treatment and care of the patient/resident, maintains a safe and clean care environment, quality improvement, assists in the supervision of CNA's and actively and consistently contributes to department operations and communications, behaves in a manner

consistent with the mission and objectives of Davis County Hospital and performs other duties as requested.

ESSENTIAL FUNCTIONS:

1. Demonstrates the ability to provide and assure the carrying out of established nursing procedures utilizing the nursing process and recognizing limitations both legal and procedural. Assures the maintenance of a safe, clean environment.
2. Provides holistic total patient care assisting in the assessment and planning of patient care under the supervision of an RN.
3. Demonstrates thorough, concise and timely documentation, shift reports and verbal communications. Communicates pertinent patient and unit information to physicians, charge nurse and other appropriate persons while maintaining client confidentiality.
4. Assists in the coordination of services with medical staff, nursing staff, other departments as well as other providers. Responds rapidly and effectively during emergency situations.
5. Maintains own clinical skills staying current in skills, equipment and trends in nursing. Efficiently and effectively provides patient care including activities of daily living, medication, treatments, and assisting RN with assessment, plan of care, teaching, discharge planning, etc. Completes annual competencies.
6. Assists in the orientation of new personnel.
7. Serves on committees and attends meetings actively participating. Follows and assists in the implementation and interpretation of policies and procedures.
8. Assists in the monitoring and procurement of proper supply inventory. Assists in maintaining equipment. Completes patient charges as appropriate to services providing appropriate documentation of services.
9. Self-motivated and able to make appropriate decisions, keeping charge nurse and appropriate others informed and supporting the hospital's philosophy and decision. Able to prioritize and manage time efficiently.
10. Communicates with others (verbally and in writing) in an appropriate and timely manner, demonstrating tact, sensitivity, and ability to deal with people beyond giving and receiving instructions.
11. Adheres to and promotes the established values of the organization, i.e., customer service, safety, compliance standards and all others.
12. Reviews Policy & Procedure manuals annually.
13. Attend 75% of all department meetings.

14. Reviews 75% of manager's meeting reports.

15. Completes annual OSHA training.

MARGINAL FUNCTIONS:

1. Cooperate with student nurse education program.
2. Operates various office equipment, i.e. fax, copier.
3. Assists in audits and quality improvement activities as assigned.

WORKING CONDITIONS:

The worker is subject to hazards: including a variety of physical conditions such as proximity to mechanical parts and chemicals including odors.

The worker at times is required to wear a facemask, gown and/or gloves.

Employees in this job classification have been identified as having the likelihood of occupational exposure to blood and other potentially infectious materials, therefore are included in the OSHA Exposure Control Plan with it's specification for preventing contact with the above materials.

PHYSICAL ACTIVITY REQUIREMENTS: (Constant = 67 - 100% of work day, Frequent = 34 - 66% or work day, Occasional = 33% or less of work day.)

Constant      Standing: Particularly for sustained periods of time.

Walking: Moving about on foot to accomplish tasks, particularly of long distances.

Frequent      Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.

Reaching: Extending hand(s) and arm(s) in any direction.

Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.

Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Occasional Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.

Kneeling: Bending legs at knee to come to a rest on knee or knees.

Crouching: Bending the body downward and forward by bending leg and spine.

Crawling: Moving about on hands and knees or hands and feet.

#### PHYSICAL REQUIREMENTS:

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 40 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

#### VISUAL ACUITY REQUIREMENTS:

MACHINE OPERATORS (including inspection), INSPECTION CLOSE ASSEMBLY, CLERICAL, ADMINISTRATIVE. This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.

#### INTELLECTUAL AND EMOTIONAL REQUIREMENTS:

1. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
2. Adaptability to situations involving the interpretation of feelings, ideas, or facts in terms of personal viewpoint.
3. Adaptability to influencing people in their opinions, attitudes, or judgments about ideas or things.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
5. Adaptability to making generalizations, evaluations or decisions based on measurable or verifiable criteria.

6. Adaptability to dealing with people beyond giving and receiving instructions.
7. Adaptability to performing repetitive work or to performing continuously the same, according to set procedures sequences, or pace.
8. Adaptability to performing under stress when confronted with emergency, critical, unusual, or dangerous situations; or situations in which working speed and sustained attention are make-or-break aspects of the job.
9. Adaptability to situations requiring the precise attainment of set limits, tolerance, or standards.
10. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.