



# **GOODLAND REGIONAL MEDICAL CENTER**

## **JOB DESCRIPTION**

**JOB TITLE:** Staff Licensed Practical Nurse

**RESPONSIBLE TO:** Charge Registered Nurse / Staff Nurse / Director of Nursing

**JOB SUMMARY & SKILLS NECESSARY:** The staff Licensed Practical Nurse (LPN) is a licensed practical nurse. She/he is responsible for the care of a specific group of patients during a twelve-hour shift and may supervise aides assigned to the same group of patients. The LPN functions under the supervision of a Registered Nurse or physician at all times. Assumes required call shifts or alternative arrangement with the Director of Nursing.

### **ESSENTIAL JOB FUNCTIONS:**

1. Demonstrate behaviors consistent with organizational mission & goals.
2. Demonstrate practices to keep all medical information confidential.
3. Demonstrate behaviors that promote positive patient/staff relations.
4. Come to work as scheduled; arrives for work on time.
5. Demonstrate proper safety practices in carrying out job duties.
6. Appearance is appropriate to job duties; wears identification on duty.
7. Demonstrates appropriate job competencies.
8. Complies with organizational policies in course of duties.
9. Demonstrates ability to safely assist patients with transfer, lifting or rendering aid on the facility campus.
10. Provides direct patient care, including treatments, medications, daily care, etc., as ordered and/or per nursing judgment, based on accepted nursing care standards.
11. Completes a thorough assessments of each assigned patient each shift. Seeks guidance as needed from Charge Nurse.
12. Maintains an accurate and up-to-date record of patient activities, assessments, and any changes occurring on his/her shift by charting per accepted policy.
13. Rounds on patients hourly.
14. Makes rounds with attending physicians on assigned patients.
15. Administers all regular medications, except for IV meds (unless IV certified), but may be assisted with PRN's by any staff nurse if needed.
16. Responds to all Code Blue situations and performs as directed by Charge Nurse.
17. Participates in conducting patient care conferences and maintaining up-to-date care plans.
18. Assumes any additional responsibilities delegated by the Charge Nurse or the Director of Nursing.
19. Adheres to departmental policies and procedures, QA & infection control standards.
20. Assists doctors with examinations, procedures and other processes related to care.
21. Performs all basic nursing procedures involved with position as staff LPN.
22. Ensures an adequate supply of supplies & proper functioning of equipment.
23. Participates in educational programs, in-service meetings, and workshops.

24. Attends meetings as required.
25. Directs patient care given by aides who are assigned to the same group of patients for which the Staff Nurse is responsible.
26. Assigns specific patient care responsibilities to the aides who are assigned to the same group of patients for which the Staff Nurse is responsible.
27. Handles those problems concerning patients and personnel directly assigned to him/her, and report this to the Charge Nurse. Refers intra-and inter-departmental complaints and problems to Floor Charge Nurse.
28. May assist in the ER/OP as needed and directed by the Charge RN.
29. Completes SQSS assignments every shift.
30. Checks email every shift.
31. Completes accountability form every shift.
32. Completes hand hygiene audits every shift.
33. Approves timecard every week.
34. Performs additional duties as assigned or requested.

**POSITION QUALIFICATIONS:**

**Minimum Education:** Prepared nurse from accredited nursing school with successful completion of NCLEX Licensed Practical Nurse licensure.

**Minimum Experience:** Will train newly graduated Licensed Practical Nurse. Must be able to work as a team.

**Certification or Registration if required:** Active Licensed Practical Nurse (LPN) License in the state of Kansas. Basic Life Support required. Advanced Cardiac Life Support, Neonatal Resuscitation current within two years of hire date.

**PHYSICAL DEMANDS:** (Please indicate appropriate code for each from those below)

**Stand:** Frequently  
**Walk:** Frequently  
**Sit:** Occasionally  
**Squat/Kneel:** Occasionally  
**Bend:** Occasionally

**Lift/Carry:**  
 10-25 pounds: Occasionally  
 26-40 pounds: Occasionally

**Push/Pull:**  
 10-25 pounds: Occasionally  
 26-40 pounds: Occasionally

\*\*Reasonable accommodations may be made to enable individuals with disabilities to perform the position accountabilities without compromising patient care or departmental efficiency.

However, should it be determined that the employee cannot meet the position accountabilities with or without accommodation, it is the right of GRMC to release the individual under Kansas "Employment at Will" doctrine\*\*

**Working conditions:** Frequent sitting, standing, and walking in carrying out duties. Should be in good physical condition and able to assist with patients as needed. At times may be exposed to unpleasant elements (accidents, injuries and illness). Due to nature of profession may be exposed to blood-borne pathogens/illnesses.

I have received, read, and understand this job description for my position at GRMC:

Name/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Job Description Prepared by: Allison Mulch, RN, BSN, Director of Nursing

Signature/Title \_\_\_\_\_ Date: \_\_\_\_\_