



Goodland Regional Medical Center

Job Description

Job Title:	Licensed Practical Nurse (LPN)
Classification:	Non-Exempt/Hourly
Reports To:	Director of Nursing
Position Type:	Full-Time
Hours Worked/Shift:	Day Shift 6 am – 6 pm Night Shift 6 pm – 6 am 3 days a week, weekend and holidays included
Date Last Reviewed:	August 18, 2022

Summary: The 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 Functions:

1. Demonstrates ability to safely assist patients with transfer, lifting or rendering aid on the facility campus.
2. Provides direct patient care, including treatments, medications, daily care, etc., as ordered and/or per nursing judgment, based on accepted nursing care standards.
3. Completes a thorough assessments of each assigned patient each shift. Seeks guidance as needed from Charge Nurse.
4. 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.
5. Rounds on patients hourly.
6. Makes rounds with attending physicians on assigned patients.
7. Administers all regular medications, except for IV meds (unless IV certified), but may be assisted with PRN's by any staff nurse if needed.
8. Responds to all Code Blue situations and performs as directed by Charge Nurse.
9. Participates in conducting patient care conferences and maintaining up-to-date care plans.
10. Assumes any additional responsibilities delegated by the Charge Nurse or the Director of Nursing.
11. Adheres to departmental policies and procedures, QA & infection control standards.
12. Assists doctors with examinations, procedures and other processes related to care.
13. Performs all basic nursing procedures involved with position as staff LPN.
14. Ensures an adequate supply of supplies & proper functioning of equipment.
15. Participates in educational programs, in-service meetings, and workshops.
16. Attend 8 staff meetings a year.
17. Directs patient care given by aides who are assigned to the same group of patients for which the Staff Nurse is responsible.
18. Assigns specific patient care responsibilities to the aides who are assigned to the same group of patients for which the Staff Nurse is responsible.
19. 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.
20. May assist in the ER/OP as needed and directed by the Charge RN.

21. Completes SQSS assignments every shift.
22. Checks email every shift.
23. Completes accountability form every shift.
24. Completes hand hygiene audits every shift.
25. Approves timecard every week.
26. Performs additional duties as assigned or requested.

Competencies:

1. Basic knowledge of anatomy, physiology, and medical terminology.
2. Friendly and professional bedside manner.
3. Multi-tasking skills.
4. Effective oral, written, and reading communication skills.
5. Understands legal implications of patient care.

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.

Certifications/Licensures: Current Kansas or compact state LPN license, BLS, ACLS, TNCC, NRP, and PALS.

Working Environment: Prolonged, extensive, or considerable standing/walking; assists with lifting and moving patients; lifts supplies and equipment; considerable reaching, stooping, bending, kneeling, and crouching. Regularly exposed to the risk of blood-borne diseases/illness; may be exposed to various patient elements.

Physical Demands: **

Stand:	Frequently	Lift/Carry:		Push/Pull:	
Walk:	Frequently	0-10 pounds:	Occasionally	10-25 pounds:	Occasionally
Sit:	Occasionally	10-20 pounds:	Occasionally	25-50 pounds:	Occasionally
Squat/Kneel:	Occasionally	20-50 pounds:	Rarely	50-100 pounds:	Rarely
Bend:	Occasionally	50-100 pounds:	Rarely	100+ pounds:	Rarely
		100+ pounds:	Rarely		

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

Professional Requirements: Adheres to policies, procedures, and always maintains confidentiality. Attends annual in-services completes annual education in a timely manner. Represents GRMC in a positive, professional manner on the job, electronically and in the community. Complies with all hospital policies regarding ethical business practices; communicates the mission statement & core values of GRMC both on and off the job.

Acknowledgement:

I hereby acknowledge that I have received a copy of this position description and that I have both read and understand its contents. I hereby accept responsibility for fulfilling position expectations. I also acknowledge that the Administration or governing body of GRMC may modify the requirements of this job or eliminate it at any time, if deemed necessary. I acknowledge that this position description is representative of overall job requirements but not necessarily comprehensive in its description of all aspects of the job, and I agree that other duties not explicitly mentioned herein may nevertheless be reasonable job expectations on the part of Goodland Regional Medical Center.

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

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Human Resource Signature: _____ Date: _____