



Job Description Licensed Practical Nurse (LPN)

LPN Job Responsibilities:

Promotes and restores patients' health by completing the nursing process; collaborating with physicians and multidisciplinary team members; providing physical and psychological support to patients, friends, and families; supervising assigned team members.

LPN Skills and Qualifications:

Clinical Skills, Bedside Manner, Infection Control, Nursing Skills, Physiological Knowledge, Administering Medication, Medical Teamwork, Multi-tasking, Listening, Verbal Communication, Health Promotion and Maintenance, and Administering Required Treatments.

Reports to: RN Supervisor and/or Director of Nursing

Paid: Hourly

LPN Job Duties:

- Identifies patient care requirements by establishing personal rapport with potential and actual patients and other persons in a position to understand care requirements.
- Establishes a compassionate environment by providing emotional, psychological, and spiritual support to patients, friends, and families.
- Promotes patient's independence by establishing patient care goals; teaching patient, friends, and family to understand condition, medications, and self-care skills; answering questions.
- Assures quality of care by adhering to therapeutic standards; measuring health outcomes against patient care goals and standards; making or recommending necessary adjustments; following nursing home and nursing division's philosophies and standards of care set by state board of nursing, state nurse practice act, and other governing agency regulations.
- Accomplishes nursing human resource objectives by orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising job contributions; adhering to policies and procedures.

- Resolves patient problems and needs by utilizing multidisciplinary team strategies.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations; calling for assistance from health care support personnel.
- Protects patients and employees by adhering to infection-control policies and protocols, medication administration and storage procedures, and controlled substance regulations.
- Documents patient care services by charting in patient and department records.
- Maintains continuity among nursing teams by documenting and communicating actions, irregularities, and continuing needs.
- Maintains patient confidence and protects operations by keeping information confidential.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains nursing supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies; using equipment and supplies as needed to accomplish job results.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Maintains a cooperative relationship among health care teams by communicating information; responding to requests; building rapport; participating in team problem solving methods.
- Completes patient care requirements by scheduling and assigning nursing and staff; following up on work results.
- Contributes to team effort by accomplishing related results as needed.
- Complies and implements the Patient Bill of Rights.
- Complies with the Employee Responsibilities described in the Employee Handbook.
- Performs special tasks assigned by the Administrator and/or the Director of Nursing.