JOB DESCRIPTION

JOB TITLE – LICENCED PRACTICAL NURSE (LPN)

CORE ORHC COMPETENCIES

- **Demonstrates respect for others and self.**
  Treats all contacts with friendliness, courtesy and respect. Shows empathy. Uses self-control in interactions with others.

- **Provides a positive first impression.**
  Adheres to ORHC dress code. Wears name badge. Provides proper greetings and offers assistance. Keeps work area, hospital and grounds clean, neat and organized.

- **Uses positive/effective communication with patients, visitors, associates and others.**
  Offers a friendly greeting, initiates conversations, facilitates transitions, and remembers to say good-bye.

- **Takes action to resolve customer complaints.**
  Listens, acknowledges concerns, apologizes on behalf of the organization, identifies customer needs and works to meet those needs.

- **Demonstrates integrity.**
  Is honest in dealing with others. Ensures the privacy and confidentiality of patient and business-related information. Maintains accurate records. Reports questionable practices.

- **Is a team player.**
  Supports associates, sharing time and information with them. Demonstrates respect for others by offering praise, recognition and encouragement.

- **Takes pride in the health center.**
  Acts as an ambassador for Ottumwa Regional Health Center. Treats ORHC equipment, - supplies and resources with care and uses them efficiently.

GENERAL SUMMARY OF DUTIES

The LPN works under the supervision of the department Director and Manager, and the registered nurse. S/He is responsible for providing nursing care for acutely ill patients. S/He performs assigned procedures that are within the scope of practice as set forth by the Iowa State Board of Nursing. Regular attendance is an essential function of this job.

SUPERVISOR – Medical Surgical/Telemetry Nurse Manager

SUPERVISES – NONE

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Attending 100% of all mandatory in-services.
  - Completing all required training and continuing education.
  - Completing all competency requirements.

- Documenting patients care and responses to care within the LPN scope of practice.

- Follows through with the implementation of the care plan prepared by the registered nurse within the scope of practice of an LPN.

- Preparing and administering medications using the 10 rights:
  - Right Patient
  - Right Route
  - Right Medication
  - Right Dose
  - Right Time
  - Right Documentation
• Participates in the nursing process and notifies the RN of changes of condition.
• Possesses the specialized knowledge and clinical skills necessary to provide care for people with physical limitations and chronic and acute illness.
• Demonstrating flexibility and adaptability to changes in nursing practice.
• Maintains accurate records and nursing documentation principles within the LPN scope of practice.
• Communicates and demonstrates clear, concise and direct communication with customers, unit leadership and multidisciplinary team members.
• Responding in a positive manner to constructive criticism.
• Exercising safe judgment in decision making and demonstrating tact and understanding when dealing with patients, team members, members of other disciplines, and the public, recognizing legal responsibilities and functioning within limitations specified by law.
• Actively participating in the development and accomplishment of unit goals.
• Conveying risk and safety concerns to Director, Nursing Supervisor, or Administration in a timely manner.
• Demonstrating fulfillment of the standards of behavior.
• Demonstrates effective oral and written communication skills to develop a rapport with clients, families and health team members to ensure the fulfillment of requirements for legal documentation and reimbursement.
• Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

The Licensed Practical Nurse works under the supervision of Medical Surgical/Telemetry Manager and is responsible for providing nursing care for acutely ill patients. S/He performs assigned procedures that are within the scope of practice as set forth by the Iowa State Board of Nursing for a LPN. Regular attendance is an essential function of this job.

• Ability to organize, coordinate and assist the RN in the nursing process, consistent with accepted and prevailing practice for the patient population.

EDUCATION

• Graduate of a Licensed Practical Nurse program

EXPERIENCE

• Previous healthcare experience within a clinical setting preferred.

CERTIFICATE/LICENSE

• Current Iowa Licensed Practical Nurse (LPN) License
• Current BCLS verification

PHYSICAL DEMANDS/WORKING CONDITIONS

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<tr>
<th>Physical Demands</th>
<th>Never (0%)</th>
<th>Rarely (1-5%)</th>
<th>Occasionally (6-33%)</th>
<th>Frequent (34-66%)</th>
<th>Continuous (67-10%)</th>
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<td>Climbing</td>
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<td>Balancing</td>
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<td>Stooping</td>
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<td>Crouching</td>
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<td>Reaching</td>
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<td>Standing</td>
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<td>Walking</td>
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<td>Pushing/Pulling</td>
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<td>Fingering</td>
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<td>Feeling</td>
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<td>Talking</td>
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<td>Repetitive Motions</td>
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<td><strong>Lifting / Carrying</strong></td>
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My signature below acknowledges that I have read the above job description and agree that I can perform the responsibilities and meet the requirements as presented. I understand this job description provides a general outline of job responsibilities and requirements and is not intended to be all-inclusive. I also understand that job responsibilities and requirements may change at any given time based on organizational or departmental needs.

__________________________________________  __________
Signature                                      Date