

FULTON COUNTY MEDICAL CENTER

POSITION DESCRIPTION

POSITION TITLE: LICENSED PRACTIAL NURSE

REPORTS TO: MED/SURG COORDINATOR, CHARGE NURSE, STAFF RN

DATE: AUGUST 2004

I. POSITION SUMMARY:

A Licensed Practical Nurse, under the supervision of a Registered Nurse, utilizing the nursing process, assesses, plans, and administers direct patient care with eight/twelve hours accountability.

II. EDUCATION REQUIREMENTS/LICENSURE/CERTIFICATE/REGISTRATION:

1. Must have graduated from high school or passed equivalency exam.
2. Must be a graduate of accredited school of nursing with current RN/LPN registration with state of Pennsylvania.

III. CUSTOMER FOCUSED EXPECTATIONS:

While performing the essential functions of this position, the Licensed Practical Nurse will understand and strive to keep the mission, vision, and values of the Fulton County Medical Center, and be committed to the improvement and best interests of the facility and the service provided by the med/surg department.

IV. TYPICAL PHYSICAL DEMANDS (Subject to modification or accommodation as required)

1. Work involves standing/walking 90 percent of the time, with frequent exertion of physical effort in positioning, lifting or moving patients and equipment; bending, squatting, twisting and kneeling during normal shift.
2. Standing or walking throughout facility frequently.
3. Sitting occasionally on a hard or cushioned chair.
4. Reaching to heights of up to two feet overhead.
5. Ability to move rapidly in response to unpredictable emergencies that could happen one or more times per shift.
6. Demonstrates near visual acuity with color perception in order to decipher fine print.
7. Demonstrates auditory acuity sufficient to hear phone conversations, overhead pages and alarms.
8. Ability to operate hand and foot controls on beds and wheelchairs.
9. Demonstrates manual dexterity, digital sensitivity and flexibility.
10. Demonstrates good hand/eye coordination.

V. TYPICAL MENTAL DEMANDS: (Subject to modification or accommodation as required)

1. Demonstrates the ability to work under pressure or stress.
2. Demonstrates the ability to communicate effectively in both written and verbal form.
3. Demonstrates the ability to establish priorities among the essential functions of the job and coordinate these functions with others.
4. Demonstrates the ability to speak, read, and write the English language.

VI. WORKING CONDITIONS:

Exposure to electrical current, infectious diseases, and blood-borne pathogens. May be required to wear respirator.

VII. EQUIPMENT USED:

All equipment used to perform patient care and for satisfactory performance of the position.

VIII. FACILITY WIDE COMPETENCY REQUIREMENTS (See Attached)

IX. ESSENTIAL FUNCTIONS (See Attached)

X. NON-ESSENTIAL FUNCTIONS (See Attached)

Signature _____

Date _____

- Mid Probation** 45 days after hire
- End Probation** 90 days after hire
- Annual**



Employee Name: <input style="width: 95%;" type="text"/>	Department: <input style="width: 95%;" type="text"/>	Current Title: <input style="width: 95%;" type="text"/>	Supervisor Name/Title: <input style="width: 95%;" type="text"/>
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Methods of Measurement Include the Following:		<i>AGES SERVED</i>	
<input type="checkbox"/> Direct Observation	<input type="checkbox"/> Documentation	<input type="checkbox"/> Neonates (< 30 days)	<input type="checkbox"/> Adults (> = 18 years and < 65 years)
<input type="checkbox"/> Feedback from staff or patients	<input type="checkbox"/> PI Reports	<input type="checkbox"/> Infants (> 30 days and < 1 year)	<input type="checkbox"/> Geriatrics (> = 65 years)
Period Covered by this Evaluation: <input style="width: 95%;" type="text"/>		<input type="checkbox"/> Pediatrics (> = 1 year and < 13 years)	<input type="checkbox"/> Not Applicable
		<input type="checkbox"/> Adolescents (> = 13 years and < 18 years)	

	Rating			
	D	M	E	
FACILITY WIDE COMPETENCY				<div style="border: 1px solid #ccc; height: 400px; width: 100%;"></div>
INSTITUTIONAL AND/OR PROFESSIONAL STANDARDS				
<ul style="list-style-type: none"> Comply with regulatory agencies, and institutional and operating systems. Adhere to all Hospital Policies and Procedures as they apply to the area. Knowledge and adherence to Infection Control and Environment of Care Guidelines and Procedures as they are described in the annual education module. Protect patient/customer confidentiality. Comply with HIPAA regulations as they apply to the job. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PERFORMANCE IMPROVEMENT				
<ul style="list-style-type: none"> Adhere to current organizational Performance Improvement priorities Participate in quality studies through data collection Make recommendations and take actions to improve structure, system or outcomes 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CUSTOMER SERVICE				
<ul style="list-style-type: none"> Demonstrate the values of the organization: respect, honesty, integrity, compassion, fairness, innovation and stewardship of our resources. Demonstrate commitment to serving the customer. Demonstrate excellence in communication with the customer. Create a welcoming environment for the patients, family and other interdisciplinary team members 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<p>IV. Observes, reports and documents changes in physiological status including:</p> <ul style="list-style-type: none"> • Pedal pulse • Temperature and Sensation of extremities • Neurological Signs • Pupil Response • Response to verbal and pain stimuli • Level of consciousness 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A. Observes reports and documents S&S of complications such as infection, hemorrhage, shock.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Performs basic nursing functions as assigned by the RN and in compliance with the written plan of care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Care given is consistent with established nursing standards, policies and procedures. Administers meds accurately to a group of patients via the following routes: oral, IM, SQ, rectal, topical, inhalation, IV additives, meds via NG Tube, Peg-Tube and G-Tube. Consistent with hospital/nursing policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D. Performs specialized treatment/procedures consistent with hospital/nursing policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E. Documents patient response to procedure, treatments, and medications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F. Initiates life-saving actions based upon nursing standards, policy/procedure protocols.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G. Prepares patient and assists physician with treatment and procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H. Anticipates need for and assembles equipment and meds as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I. Organizes and sets priorities for nursing care based upon patient need.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
J. Responds positively to changes in assignment and/or priorities by Charge Nurse.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
K. Volunteers for and is active in committee activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
L. Suggests techniques and/or procedures to conserve personnel time, supplies and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

M. Makes suggestions about areas which need to be examined for possible revision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
N. Anticipates change and actively supports them, initiating on their own.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
O. Care of environment and equipment: Maintains unit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
P. Maintains and cleans equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Q. Maintains a clean and safe environment for patients and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R. Information Processing and Documentation: Communicates patient information to physician, anesthesia, circulating RN, or RNII.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
S. Documents information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
T. Job Characteristics: Works efficiently with acutely ill patients, including emergency situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
U. Works independently as a self-starter but can work as a cooperative team member.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
V. Embraces change and keeps current with knowledge of new surgical procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
W. Equipment, Machines, Tools: Is knowledgeable of equipment used ion med surg procedures, their reference manuals and resources for consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Non Essential Functions:				D	M	E	Comments
1. Participates in professional development activities: a. In-service classes or on-line courses. b. Shares knowledge with others. c. Reads in-house communications				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Work Habits: a. Complies with attendance policies. b. Dresses according to the departmental dress code c. Organizes times, sets priorities d. Spends free time in a constructive manner				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Initiative and judgment: a. Makes necessary work related judgments based upon factual information b. Completes assignments with minimal directions and in a timely manner c. Adapts to a changing work load				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

D= Does Not Meet Expectations

M= Meets Expectations

E= Exceeds Expectations

Comments:



Future Plans and Actions:



Employee Comments:



To update our files, please answer the following questions:

Have you received a higher education degree in past 12 months: Yes___ No___

Please forward to Human Resources

Have you received a certification in the past 12 months: Yes___No___

Please forward to Human Resources

I have reviewed this Performance Evaluation

Employee Signature

Date

Evaluator Signature

Date

Department Head or Designee Signature

Date