

LPN/LVN Job Description

JOB SUMMARY:

Under limited supervision, the licensed practical/vocational nurse (LPN/LVN) is responsible for the delivery of patient care to assigned patients utilizing the nursing processes of assessment, planning, implementation, and evaluation in accordance with federal, state, and local laws, and any standards, policies, procedures, guidelines and regulations that govern any facility the LPN/LVN is working at. The LPN/LVN is responsible for meeting the established standards of their profession as well as those established by the nursing department of the facility in which they are working. The LPN/LVN will report to the assigned facility manager/supervisor as determined by the contracting facility as well as to the management of ProMed Agency. The LPN/LVN is accountable for his/her nursing practice and assigned patient, and is an advocate for patients/families and nursing. The LPN/LVN is a team player and will ensure the best possible care of a patient.

MINIMUM QUALIFICATIONS:

- Current, unrestricted LPN/LVN license
- LPN/LVN licensure in state of practice, as applicable
- Minimum 1 year experience as LPN/LVN
- Minimum 1 year experience in specialty area within last two years
- Current BLS certification
- Current advanced certification as required by specialty (i.e. ACLS, PALS, etc.)
- Ability to meet all health, compliance and competency requirements
- The ability to communicate effectively verbally and in writing
- Other as required for specific assignments or for employment

RESPONSIBILITIES AND FUNCTIONS:

- Utilize the nursing process while following hospital policies and procedures to assess, plan, implement and evaluate patient care.
- Collect data to participate in the development of individualized plans of care for patients identifying expected outcomes and interventions.
- Implement interventions identified on patient care plans
- Evaluate patient progress in attaining outcomes goals
- Conduct ongoing assessments and reprioritize plan of care as indicated
- Collaborate with patient, family and other healthcare providers in developing plan of care and providing patient care
- Perform nursing care using sound judgment.
- Implement physician's orders in a safe and accurate manner.
- Administer and document medications and narcotics in a way consistent with the policies and procedures of each individual facility.
- Assist with admitting, discharging and transferring patients.

- Provide/document individualized patient/family education as indicated.
- Adapt to the needs of the unit by demonstrating flexibility/adaptability.
- Maintain detailed and accurate records of nursing actions. Document nursing care according to hospital policies and procedures and in a clear, concise and legible manner, reflecting individual patient status.
- Adhere to all policies and procedures as defined by ProMed and the assigned facility
- Assist other staff as necessary to ensure the provision of quality nursing care.
- Maintain a safe and clean environment for patients and co-workers
- Respond promptly to patient emergencies in a safe and appropriate manner.
- Keep all appropriate healthcare providers informed of patient condition including changes – includes providing informative yet concise report at change of shift.
- Maintain confidentiality at all times according to hospital policy and procedures and HIPAA requirements.
- Act as a patient advocate and provide care in a non-judgmental, non-discriminatory manner that is sensitive to patient/family diversity while preserving each patient's autonomy, dignity and rights.
- Recognize & understand age specific needs of patients while providing care.
- Report/document all incidents such as medication errors and patient incidents to hospital staff as defined in hospital policy and procedures.
- Report any unexpected patient incidents, including medication errors, falls, unanticipated deaths, injuries and safety hazards to ProMed.
- Assume responsibility to report clinical limitation or the need for assistance to the supervisor or peer.
- Conduct self in a professional manner at all times – this includes arriving to work on time and completing each shift as determined by the hospital. Maintains positive behaviors, approaches, attitude, and commitment to interpersonal service toward patients, visitors, and co-workers.
- Adhere to facility specific job description for specialty
- Other duties as defined/assigned by the hospital and assigned supervisor.

OTHER EXPECTATIONS:

- The agency nurse is an employee of ProMed and reports to both ProMed and the designated supervisor(s) at the assigned facility.
- ProMed clinical staff will represent ProMed in a professional, positive manner at all times.
- Keep ProMed informed at all times if you are in any way dissatisfied with the facility you are working at. Any issue(s) you are concerned about should first be brought to the attention of the facility supervisor or designee for resolution. If resolution does not occur, you are expected to contact ProMed to discuss your issues. ProMed staff will work with you and the facility management to work towards a resolution.
- All on the job injuries are to be reported to ProMed immediately.

