

## LICENSED PRACTICAL NURSE (LPN)

### QUALIFICATION

- Current and unrestricted LPN license in the state of Illinois
- Minimum 1 year experience as Licensed Practical Nurse
- Minimum 1 year experience in specialty area within last two years
- Current Cardiopulmonary Resuscitation (CPR) certification
- Current Basic Life Support (BLS) certification
- Current advanced certification as required by specialty i.e. Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), etc.
- Must meet all health, compliance and competency requirements
- Ability to communicate effectively verbally and in writing
- Other as required for specific assignments or for employment

### JOB PURPOSE

An advocate in the promotion and restoration of 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. Handle diverse range of situations and responsibilities and a vital member of the health care team.

### DUTIES AND RESPONSIBILITIES

1. Comply with the nursing process while following Agency and health care facility policies and procedures to assess, plan, implement and evaluate patient care.
2. Participate in the development of individualized plans of care for patients by collecting data, indentifying expected outcomes and needed interventions.
3. Implement interventions identified in the care plans and evaluate patient progress with respect to the set outcome goals.
4. Collaborate with patient, family and other healthcare providers in developing plan of care and providing patient care.
5. Administer and document medications and narcotics in a way consistent with the policies and procedure of each individual facility.
6. Assist with admitting, discharging and transferring patients.
7. Document nursing care according to health care facility policies and procedures.
8. Adhere to all policies and procedure as defined by the Agency and the assigned health care facility.
9. Assist other staff as necessary to ensure the provision of quality nursing care.
10. Maintain a safe and clean environment for patient and co-workers
11. Respond promptly to patient emergencies in a safe and appropriate manner
12. Keep all appropriate healthcare providers informed of patient condition including changes – includes providing informative yet concise report at change of shift.
13. Maintain confidentiality at all times according to hospital policy and procedures and HIPAA requirements.
14. Act as a patient advocate and provide care in a non-judgmental, nondiscriminatory manner that is sensitive to patient/family diversity while preserving each patient's autonomy, dignity and rights.

15. Maintain a cooperative relationship among health care teams by communicating information; responding to requests; building rapport; participating in team problem-solving methods.
16. Identify patient care requirements by establishing personal rapport with potential and actual patients and other persons in a position to understand care requirements.
17. Establish a compassionate environment by providing emotional and psychological support to patients, friends, and families.
18. Promote patient's independence by establishing patient care goals; teaching patient, friends, and family to understand condition, medications, and self-care skills.
19. Assure quality of care by adhering to therapeutic standards; measuring health outcomes against patient care goals and standards; making or recommending necessary adjustments; following Agency and health care facility philosophies and standards of care set by Illinois Department of Financial & Professional Regulation, Illinois Nurse Practice Act, and Illinois Nurse Agency Licensing Act.
20. Maintain safe and clean working environment by complying with Agency and health care facility policies and procedures, rules and regulations.
21. Protect patients and employees by adhering to infection-control policies and protocols, medication administration and storage procedures, and controlled substance regulations.
22. Document patient care services by charting in patient and department records.
23. Maintain continuity among nursing teams by documenting and communicating actions, irregularities, and continuing needs.
24. Maintain patient confidence and protects operations by keeping information confidential.
25. Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
26. Maintain a cooperative relationship among health care teams by communicating information; responding to requests; building rapport; participating in team problem-solving methods.
27. Contribute to team effort by accomplishing related results as needed.
28. Adhere to facility specific job description for specialty
29. Other duties as defined/assigned by the hospital and assigned supervisor.
30. Assist in resolution of complaints and grievances

#### SKILLS / OTHER QUALIFICATIONS

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