



*Our Nurses Make The Difference!*

## **JOB DESCRIPTION**

### **LICENSED VOCATIONAL / PRACTICAL NURSE**

#### **REQUIREMENTS:**

- ◆ Graduate of an approved educational program and/or requirements determined by the State Board of Vocational or Practical Nursing.
- ◆ Current licensure in the state of practice
- ◆ Current certification for Cardio-Pulmonary Resuscitation (CPR), Basic Cardiac Life Support (BCLS), and/or Advanced Cardiac Life Support (ACLS).
- ◆ A **minimum** of one (1) year of acute hospital experience as a Licensed Vocational / Practical Nurse within the past three (3) years.
- ◆ A **minimum** of one (1) year of experience following one (1) or more years of acute hospital experience in a specialty or critical care setting within the past three (3) years.
- ◆ Experienced in a healthcare environment with increasing responsibilities and performance successfully demonstrated.
- ◆ Professional decorum and appearance
- ◆ Ability to read, write, and speak proficiently in English.
- ◆ Public Relation ability, interpersonal skill and professional telephone manners.
- ◆ Demonstrates initiative and resourcefulness.
- ◆ Organized, detail oriented, and ability to exercise sound judgment.
- ◆ Flexible, reliable, and adaptable to changing healthcare environment.
- ◆ Demonstrated leadership capabilities and motivational skill to maximize personnel cohesiveness through a supportive team or care partner model.
- ◆ Secure Nursing Service Inc.'s Employee Safety Program
- ◆ SECURE Health Survey and Clearance.
- ◆ SECURE Confidentiality and Privacy Statement of Policy
- ◆ SECURE Controlled Substance Policy.
- ◆ Current Clinical Skill Self-Assessment
- ◆ Successful passage of an expertise screening with an 80% or greater.
- ◆ Successful completion of SECURE Orientation and In-Service program.
- ◆ Observes arrival and departure guidelines for all assignments.

#### **RESPONSIBLE TO:**

Registered Nurse

## **PURPOSE:**

The **Licensed Vocational / Practical Nurse** shall function as a member of the care provider team by assisting and offering coordinated nursing care: participating cooperatively with therapies and other care providers, physicians, and resource specialists to provide multidisciplinary total patient care, teaching, and discharge planning. The Licensed Vocational / Practical Nurse is directed by the Registered Nurse and/or Nurse Manager. Demonstrates competency in all required modalities and for all patients served: Neonatal, Infant, Child, Adolescent, and Adult including the aging population.

- ◆ Acknowledges by representation and implementation the policies and procedures of the client facility and the Department of Nursing and Patient Care Services.
- ◆ Utilizes and effectively demonstrates nursing process ability.
- ◆ Contributes to the comprehensive patient plan of care: nursing interventions based on observations, patient response, and participation.
- ◆ Displays inter-personal skills with members of the care provider team, patient, patient's family, and significant others.
- ◆ Demonstrates knowledge of and accountability for the administration of medications: the therapeutic action, the correct route, side effects, and contraindications; the monitoring of clinical laboratory analysis when pertinent to the medication; the emergency response to adverse reactions and the documentation of support and reflect nursing action.
- ◆ Demonstrates the ability to correctly use medical supplies and equipment to utilize and access both direct and indirect resources to insure patient safety.
- ◆ Demonstrates a quality of nursing care consistent with the nursing model, standards of care and care that is organized with priority based on the individual patient acuity and age specific criteria (pediatrics, adolescent, adult, and geriatrics).
- ◆ Acknowledges patient rights including privacy and confidentiality.
- ◆ Demonstrates written, verbal, and non-verbal communications appropriately.
- ◆ Consistently displays a professional appearance and conduct in the patient care setting.
- ◆ Demonstrates capability to perform directed treatments and procedures utilizing appropriate technique, universal precautions, isolation, and aseptic protocol.
- ◆ Assumes responsibility and displays reliability for the completion of all tasks, duties, communications and actions as a professional nurse consistently.

## **LICENSED VOCATIONAL / PRACTICAL NURSE:**

## **MEDICAL / SURGICAL**

- ◆ Shall have a minimum of two (2) years acute hospital experience as a licensed vocational / practical nurse.
- ◆ Shall have demonstrated clinical skill competency and understanding of nursing care of the age specific population.
- ◆ Shall be competent and understand the principles, preparation and administration of pharmacology and medications of principles of blood component therapy.
- ◆ Shall, when experience has been in an area requiring specialized knowledge and equipment, be able to demonstrate clinical skill competency and proficiency. Relevant setting may include: Orthopedics, Neurotrauma, Diabetes/Metabolic, antepartal, Intrapartal, Postpartal, and Immunosuppressed patient care.

**LICENSED VOCATIONAL / PRACTICAL NURSE:**

**CRITICAL CARE**

- ◆ Shall have a minimum of two (2) years acute hospital experience with one (1) or more years of Critical Care / Specialty experience which followed the successful completion of an approved educational program in Critical Care / Specialty Nursing.
- ◆ Shall have skill and ability for Patient Care tasks including, but not limited to use of cardiac/telemetry monitoring, ventilator monitoring and equipment, dressings, care of patients with special needs as a result of chemo/radiation therapy and use of special catheters. Other responsibilities may be included, in accordance with the Regulations of the State specific Practice Acts.
- ◆ Advanced Cardiac Life Support (ACLS) preferred and/or required based on care setting and client policy for assignment.

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**PHYSICAL DEMANDS:**

- ◆ Considerable standing/walking, may be prolonged and extensive during an assignment period of up to eight (8) to twelve (12) hours.
- ◆ The patient population, i.e. Neonatal, Infant, Child, Adolescent, Adult and Care setting may provide a variance for bending, kneeling, reaching, and stooping.

**ANALYSIS:**

Occasional	1 - 33%
Frequent	34 - 69%
Constant	70 - 100%

- ◆ **Bending:**  
Frequent. Some degree at neck, shoulders, and waist. Required for assisting with patient care.
- ◆ **Carrying:**  
Occasional. Carries weight ranging from 10 to 12 lbs. over a distance up to 30 feet.
- ◆ **Lifting:**  
Occasional. Light lifting required under 30 lbs. for assisting in patient care, supplies, and linens. If lifting greater than 30 lbs. is necessary, assistance is required.
- ◆ **Pushing/Pulling:**  
Frequent. Required when assisting patients in bed, transfers and moving wheelchairs.
- ◆ **Reaching to Full Arm Extension:**  
Frequent. Required for repositioning patients, linen changes, hanging and/or retrieving IV's.

- ◆ **Sitting:**  
Occasional. Required for documentation.
- ◆ **Standing:**  
Occasional. During medication preparation or patient procedures.
- ◆ **Stooping:**  
Occasional. Required for monitoring equipment or administering basic patient care.
- ◆ **Twisting:**  
Occasional. At waist.
- ◆ **Walking:**  
Constant. To and from patient rooms.
- ◆ **Hand Dexterity:**  
Frequent. Required for all aspects of patient care.
- ◆ **Finger Dexterity:**  
Frequent. Required for documentation, med preparation, dressings and IV changes.
- ◆ **Hearing:**  
Constant. Required for clearly hearing sounds, i.e. voice and telephone.
- ◆ **Visual:**  
Constant. Required to read small print, i.e. medication labels, computer screens.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for personnel so classified.

**RESPONSIBILITIES:**

- ◆ Each health care worker is individually responsible for knowledge of, accessing of, observance of materials, policies and procedures regarding Universal Precautions, Bloodborne Pathogens, Body Mechanics, Patient Safety including Infection Control, Fire, Electrical and Radiation Safety and Handling & Disposal of Hazardous Material.

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Type your name and email address, for example: Jane Smith (jane.smith@aol.com)

*I have read and I understand the Job Description*

*e.*

Print Name: \_\_\_\_\_

Digitally signed by:

Signature: \_\_\_\_\_



Date: \_\_\_\_\_