

**Love N Care Healthcare
Medical Surgical LPN (LVN) Job Description**



Job Description

Department	Position Title	Reports To
Medical Surgical	LPN (LVN)	Management
Employee Name:		
I have reviewed these job requirements and verify that I can perform the minimum requirements and essential functions of this position.		
Employee Signature: _____		Date: _____

POSITION SUMMARY:

The Medical Surgical Licensed Practical or Vocational Nurse (LPN or LVN) holds shift accountability for providing delegated aspects of direct patient care to patients under the direction of a Registered Nurse and is responsible for making decisions based on education, experience, State Board of Nursing Rules and hospital/departmental policy and procedures. The LPN/LVN demonstrates critical thinking skills, scientific judgment and leadership in the anticipation and planning for safe delivery of care; maintains clinical competencies through continuing education; delegates patient care priorities commensurate with the education and experience of the staff available; provides direction and supervision of assigned personnel delivering patient care. Aspects of care may include physical examination and data collection, ADLs, education, medication administration, peripheral IV therapy, discharge planning, implementation of physician's orders and documentation.

POSITION RESPONSIBILITIES:

STANDARD I – Customer Service/Communication/Interpersonal Skills

Demonstrates good skills in all forms of communication. Works well with others in a spirit of teamwork and cooperation. Exceed expectations of internal and external customers: Patients, families, physicians, colleagues, visitors and vendors.

STANDARD II – Job Knowledge/Productivity/Initiative

Maintains certifications, education and development appropriate for position. Completes position responsibilities by following established guidelines and protocols within the appropriate time frame.

STANDARD III – Love N Care Healthcare /Hospital/Department Policies & Procedures

Supports, implements and ensures compliance with all Love N Care Healthcare/hospital and department policies and procedures.

STANDARD IV – Organizational Ethics/Improving Organizational Performance

Supports Love N Care Healthcare and Hospital's ethics, mission, vision and values. Demonstrates understanding and involvement with Performance Improvement.

STANDARD V – Position Specific Essential Performance Criteria

Performs position specific job functions at an acceptable level with minimal direction.

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Position Minimum Requirement Checklist

<p style="text-align: center;"><u>Education</u></p> <p>() Less than high school () High school or GED (X) Vocational/Technical () 2 yr Associate Degree/Diploma () Post Graduate Degree (X) License/Certification (specify) State LPN/LVN Licensure Accredited School of Nursing</p>	<p style="text-align: center;"><u>Mental & Emotional Requirements</u></p> <p>(X) Manage stress appropriately (X) Make decisions under pressure (X) Manage anger/fear/hostility/violence of others appropriately (X) Handle multiple priorities (X) Work independently (X) Work in confined and/or crowded areas</p>	<p style="text-align: center;"><u>Personal Protective Equipment</u></p> <p>(X) Mask (X) Gown (X) Goggles/Safety glasses (X) Gloves () Other:</p>																																																																																					
<p style="text-align: center;"><u>Experience</u></p> <p>() None () Less than 1 year (X) 1 – 3 years () 3 – 5 years () More than 5 years</p>	<p style="text-align: center;"><u>Hazards</u></p> <p>(X) Exposure to toxic/caustic chemical/detergents () Exposure to extreme conditions, hot/cold (X) Exposure to dust/fumes/gases (X) Exposure to moving mechanical parts (X) Exposure to potential electrical shock (X) Exposure to high pitched noises</p>	<p style="text-align: center;"><u>Hazards (continued)</u></p> <p>(X) Exposure to communicable diseases () Exposure to excessive sunlight or work outdoors () Unprotected heights (X) CRT (computer) equipment () Operating heavy equipment (X) Exposure to blood and/or body fluids () Exposure to xray/electromagnetic energy</p>																																																																																					
<p style="text-align: center;"><u>Skills</u></p> <p>(X) Organizational (X) Verbal (X) Interpersonal (X) Mathematical (X) Analytical (X) Grammar/Spelling (X) Read/comprehend written instructions (X) Follow verbal instructions (X) Transcription (X) BLS () ACLS (X) Computer (specify) <u>Meditech</u> (X) Clerical (specify) Transcription of MD orders () Department – Specific:</p>	<p style="text-align: center;"><u>Physical Requirements</u> (Definitions below)</p> <p>() Sedentary work () Light work () Medium work (X) Heavy work () Very heavy work</p> <p>The minimum requirements of this position require the individual to:</p> <p>(X) Stand for <u>6</u> hours a day (X) Sit for <u>2</u> hours a day (X) Walk for <u>4</u> hours a day (X) Perform repetitive tasks/motions (X) Distinguish colors (X) Hear alarm/telephone/tape recorder/normal speaking voices (X) Have good manual dexterity (X) Have good eye-hand-foot coordination (X) Have clarity of vision: Near (<20') Mid (>20' to 20') Far (>20')</p>	<p style="text-align: center;">Evaluate requirements & activity percentage in time for this position based on the following:</p> <p>1 Not at all (0%) 2 Occasionally (1-33%) 3 Frequently (34-66%) 4 Continuously (67-100%)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> </tr> </thead> <tbody> <tr> <td>Climb</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Bend</td> <td></td> <td></td> <td>X</td> <td></td> </tr> <tr> <td>Crouch</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Squat</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Crawl</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Kneel</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Balance</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Pull with force</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Reach above head</td> <td></td> <td></td> <td>X</td> <td></td> </tr> <tr> <td>Reach above shoulder</td> <td></td> <td></td> <td>X</td> <td></td> </tr> <tr> <td>Twist at waist</td> <td></td> <td></td> <td>X</td> <td></td> </tr> <tr> <td>Push/pull up to 50 lbs.</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Lift/carry up to 50 lbs.</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Lift from floor level up</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Lift from waist level up</td> <td></td> <td></td> <td>X</td> <td></td> </tr> <tr> <td>Lift from shoulder/head</td> <td></td> <td>X</td> <td></td> <td></td> </tr> </tbody> </table>		1	2	3	4	Climb		X			Bend			X		Crouch		X			Squat		X			Crawl	X				Kneel		X			Balance		X			Pull with force		X			Reach above head			X		Reach above shoulder			X		Twist at waist			X		Push/pull up to 50 lbs.		X			Lift/carry up to 50 lbs.		X			Lift from floor level up		X			Lift from waist level up			X		Lift from shoulder/head		X		
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<p style="text-align: center;"><u>Ages of Patients Served</u></p> <p>() Infant/neonate Birth – 1 yr (X) Child/pediatric 1 – 11 yrs (X) Adolescent 12 – 17 yrs (X) Adult 18 – 64 yrs (X) Geriatric 65 + yrs () Not applicable</p>	<p>Enter any Additional Minimum Requirements</p> <p>DEFINITIONS: SEDENTARY WORK: Prolonged periods of sitting and exert up to 10 lbs force occasionally. LIGHT WORK: Exert up to 20 lbs force occasionally, and /or up to 10 lbs frequently. MEDIUM WORK: Exert up to 50 lbs force occasionally, and/or up to 20 lbs frequently, and/or up to 10 lbs constantly. HEAVY WORK: Exert up to 100 lbs force occasionally, and/or 50 lbs frequently, and/or 20 lbs constantly. VERY HEAVY WORK: Exert in excess of 100 lbs force occasionally, and/or 50 lbs frequently, and/or 20 lbs constantly.</p>																																																																																						