



CALIFORNIA MEDICAL CAREGIVER SERVICES

6507 Winnetka Ave., Winnetka, CA 91306 | 818-888-0700 | www.calmedcare.com

LICENSED PRACTICAL NURSE (LPN) JOB DESCRIPTION

I. RESPONSIBLE TO

- A. The nursing supervisor or director of nurses of a specific unit when referred by California Medical Caregiver Services as a staff relief or private duty to client facility
- B. California Medical Caregiver Services director of nurses

II. GENERAL JOB DESCRIPTION

An LPN referred by California Medical Caregiver Services provides supplemental staff relief and/or private care to assigned patients in client facilities, acute or otherwise. As such, he/she performs general nursing care and treatment to the ill based on education, prescribed guidelines and nursing experience.

III. SPECIFIC JOB FUNCTIONS

Application of nursing procedure include, but are not limited to the following:

1. Assessment, planning and implementation of health care needs
2. Observation, evaluation and recording of patient's condition, reactions and notifying the head nurse of any significant changes or unusual occurrences
3. Administration of prescribed medications and treatments in accordance with approved nursing techniques
4. Preparation of equipment and assist physicians during treatments and examination of patients
5. Assist with patient's rehabilitation by meeting their physical, emotional and spiritual needs
6. Take and record vital signs
7. Provide comfort measures (i.e. administer oxygen, change dressing, insert and irrigate urinary catheter)
8. Receive, transcribe and carry out doctor's orders
9. Obtain specimens
10. Admit and discharge patients
11. Receive and give reports
12. Provide post-mortem care

IV. SPECIALTIES

An LPN who has acquired special skills and competency through additional education and training may be assigned to special areas such as: intensive care, coronary care, step-down units, emergency, operating, psychiatry, pediatrics, recovery, labor and delivery rooms as charge nurse and as team leader.

V. RESPONSIBILITIES

1. Accept assignments they are qualified for
2. Perform competently in areas assigned
3. Comply with:
 - a. Institution's policies and procedures
 - b. State regulatory acts; and
 - c. Personnel guidelines and dress codes set by the clients and California Medical Caregiver Services
4. Provide total patient care safely and competitively within the job description
5. Give prompt and effective care treatment per physician's order
6. Chart accurately and accordingly to client guidelines
7. Function under the guidelines of Title 22 at all times
8. Assist California Medical Caregiver Services in determining skills and specialties by providing necessary information and documentation

9. Be prompt and notify California Medical Caregiver Services of inability to accept assignments due to sickness or an emergency no less than (2) hours before reporting time
10. Inform California Medical Caregiver Services of availability
11. Attend orientation and in-service programs
12. Keep communication lines open with direct supervisors in areas assigned and California Medical Caregiver Services by informing them of problems and other concerns affecting their efficiency and performance
13. Maintain a pleasant and caring attitude at all times
14. Provide California Medical Caregiver Services immediately of any changes including address and telephone number

IV. EVALUATION

Performance evaluations are conducted ninety (90) days after initial assignment and annually thereafter by the director of nursing services. This evaluation is done with the input from others in supervisory and administrative capacities.

California Medical Caregiver Services is a part-time staffing employer or contractor and cannot guarantee the number of hours you will work in any given week. California Medical Caregiver Services is not responsible for your transportation and cannot guarantee work close to your home or within walking distance of a bus line.

I have read and understand the aforementioned explanation and job description.

***Signature of Applicant**

Date



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L I C E N S E D N U R S E S K I L L S C H E C K L I S T

*Please indicate your level of experience next to each skill in order to accurately match your skills and interests with the available assignments of our clients.

- 1** Independent
- 2** Requires supervision
- 3** Had never done
- NA** Does not pertain to my level of certification

	1	2	3	NA		1	2	3	NA
CARDIOVASCULAR					RESPIRATORY				
12 Lead EKG					Establishing an Airway				
Arrhythmia Interpretation					Bagging Techniques				
Defibrillation					Chest Tubes				
Cardioversion					Ventilators				
Telemetry					ET Tubes				
CPR					Tracheostomies				
Code Blue					Suctioning				
Pacemaker (permanent)					Weaning				
Pacemaker (temporary)					ABG Interpretation				
CVP Readings					COPD				
A-Lines					ARDS				
PA Readings					Thoracic Surgery				
Cardiac Output					Incentive Spirometry				
Acute MI					Nebulizer Treatments				
Aneurysm					GASTROINTESTINAL				
Cardiac Cath					NG Tubes				
CHF					Tube Feedings				
CABG					G-Tubes				
Valve Replacement					J-Tubes				
Heart Transplant					Placement Checks				
Atropine					Check for Residuals				
Bretylum					Stool for OB				
Digoxin					Ostomy Care				
Dopamine Drips/Regitine					Diets (ADA, Renal, Cardiac)				
Epinephrine					Nutritional Needs/Turgor				
Levophed					GI Surgeries				
Lidocaine					Hemovacs				
Nipride					T-Tubes				
Nitroglycerine					Rectal Tubes/Bags				
Sodium Bicarb					Dehiscence				

	1	2	3	NA		1	2	3	NA
GENITO-URINARY					Drawing Blood from a CVC				
Foley Catheter Care					IV Fluids				
Foley Cath Insertion (M/F)					Blood Products				
CBI					TPN/Lipids				
I & O					Infusion Devices(Home/				
Hemodialysis					PT/INR/PTT				
Peritoneal Dialysis					GENERAL				
Ileostomy					Body Mechanics				
Nephrostomy					Transfer Techniques				
Suprapubic Catheters					Positioning				
Specimen Collection					Effic Bed/Clinitron Beds				
Hemocatheters					ROM				
Fistulas/Shunts					Massage				
ENDOCRINE					Hygiene				
Diabetes (IDDM/NIDDM)					Bed Making				
Glucometers					Vital Signs				
Fingersticks					Universal Precautions				
Insulin (SQ, IV, Drips)					Oxygen Therapy				
Hormone Therapy					Wound Care				
NEUROLOGY					Duoderm				
Neuro Assessment					Solosite Gel				
Seizure Precautions					Montgomery Straps				
ICP Monitoring					Enemas				
Assist with Lumbar Puncture					Binders				
CVA					Splinters				
Spinal Cord/Brain Injury					Ted Stockings				
ORTHOPEDIC					Sequential Compression				
TKR					Straight Catheter				
PT/PTT					Isolation Techniques				
Traction					Conscious Sedation (eg Ativan)				
VASCULAR					Pain Control (PCA Pumps)				
Peripheral Pulses					ADMINISTERING				
Dopplers					Ophthalmic Medications				
Fluid Overload					Vaginal Medication				
Bypass Surgery					Rectal Medication				
Peripheral IV Start					Anticonvulsant Medication				
Midline Insertion					I.V. Antibiotics				
PICC Insertion					I.V. Additives				
Assessing Lab Values					Controlled Substance				
Central Venous Catheter					Syringe Count Security				
Epidural Catheters					I.V. Therapy:				
Tunneled Catheters					Starting				
Porta Catheters					Mixing				
Streptokinase					Regulating				
Heparin					Discontinuing				
Peripheral Blood Drawing									

THE INFORMATION I HAVE GIVEN IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

***Name:** _____ ***Signature:** _____ **Date:** _____

ATTENTION CLIENT:

The skills checklist is not a guarantee of the nurse's clinical ability. It is intended for your use in assisting you in your screening and interviewing process. If you would want to add more skills, you can add them as needed.