

**LPN**  
**Role: 003CH2 - LPN**

**A Day in the Life:**

The essential functions of this role are as follows:

- Prioritize and organize the daily care of patients.
- Make patient care assignments and assist in creating treatment plans in collaboration with other clinical staff.
- Provide ongoing assessment and documentation of the patients' physical and psychosocial status from admission to discharge.
- Direct support staff to coordinate the workflow on the unit and communicate problems to unit supervisors.
- Administer medications and treatments according to hospital policies and procedures.
- Develop and implement nursing care plans for acute medical problems.
- Complete medication administration supervision monitors and clinical observation notes for support staff.
- Complete required documentation of nursing notes, transfer forms, and other records
- Educate patients and family members regarding medication, procedures and treatment goals and objectives.
- Respond and intervene in emergency situations and agitated patients.
- Provide orientation and support to staff to the unit.
- Responsible for ensuring the proper safety and infection control standards are met for the unit.
- Workday attendance at assigned worksite(s) is an essential function of this position.

The job profile is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

**What You'll Need for Success:**

You must meet the following requirement to be considered for employment:

- Associate degree in Nursing from an accredited college.
- License to practice nursing in the State of Indiana as a Licensed Practical Nurse.
- Must hold and maintain a CPR certification.
- Must stay current with behavioral intervention training.
- Proficiency in computer skills and ability to learn other programs used in maintaining electronic medical records.
- Effective verbal and written communication skills.
- Ability to understand and apply of medical and facility terminology.
- Ability to use MS Office applications and electronic patient records.
- Ability to serve as a patient advocate.
- Knowledge of and the ability to interpret nursing and facility policies and procedures.
- Additional knowledge and/or ability may be required based on the population the facility will serve such as: children, adolescents, geriatrics, etc.
- Able to perform essential functions with or without reasonable accommodation.

**Supervisory Responsibilities/Direct Reports:**

This role may be utilized in a supervisory capacity based on agency needs.

**Difficulty of Work:**

This work requires the performance of a full range of nursing care for patients with a wide range of medical diagnoses and varying degrees of illness. Judgment is needed in applying appropriate nursing care procedures.

**Responsibility:**

Supervision is based on standard medical orders from the physician. However, this position is legally responsible for his/her nursing actions. This position receives limited supervision and work is reviewed for general adequacy in judgment and conformance with policy.

**Personal Work Relationships:**

Works in collaboration with other disciplines daily. Maintains a professional attitude and can communicate nursing principles to others. Interacts with patients, families, guardians and health care representatives to educate and promote safety and welfare as allowed by the Health Insurance Portability and Accountability Act (HIPAA) guidelines. Serves as an advocate for the patient. Communicates and works with support staff to promote a safe environment.

**Personal Work Relationships:**

Partnership with relevant public agencies, federal, state & local governments and/or community leaders may be required.

This position will communicate directly with children and families on a regular basis.

Residents or incarcerated individuals may have family, friends, community partners and/or other interested parties come to the facility requesting information or to visit with the person according to policies and procedures.

A high level of judgement and effective communication is required during times of contact with residents or incarcerated individuals.

This individual will be expected to partner with agency personnel and related stakeholders working towards completion of assigned functions. Exceptional customer service is provided to agency partners and/or the general public.

**Physical Effort:**

Depending on the duties performed or environment setting, frequent walking, standing, climbing stairs or ladders, bending, stooping, pushing, pulling and/or similar movements may be involved.

This role requires above average strength when restraining one or more patients or incarcerated individuals as per departmental policy and procedure.

This role requires keen observational and hearing skills to stay alert for possible dangerous situations.

This role requires the ability to lift patients and push wheelchairs in some cases.

This role requires the ability to lift/transport items greater than 50 lbs with or without the assistance of equipment.

This role requires the ability to run short distances to provide immediate care, protection, or attention to patients or incarcerated individuals.

### **Working Conditions:**

There is potential for exposure to hazardous materials on site and/or in the lab.

Operations may require this role to be available after hours (on-call) and/or work rotating shifts, evenings and weekends, or irregular hours.

There is potential for exposure to infectious diseases in this role.

This role may experience periods of high stress and/or pressure.

This role performs work in a state operated hospital facility.

This role requires a high level of attention and safety due to work activities having risk of injury or loss of life.

This role requires the appropriate use of Personal Protective Equipment (PPE) when necessary.

### **Competencies**

- Delivering High Quality Work
- Displaying Technical Expertise
- Driving for Results
- Showing Care and Understanding

### **Last Updated (By and Date)**

N.Mamgain 10.7.2024 (Rewrite Complete 10.12.22)

