

## POSITION DESCRIPTION

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| LICENSED PRACTICAL NURSE |
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Reports To: Charge Nurse, Unit Manager      Position Status: No-Exempt  
Supervises: Dialysis Techs I & II      Effective Date: 3/01/04  
Clinical Assistants

### **GENERAL SUMMARY**

The Licensed Practical Nurse (LPN) is responsible for the delivery and documentation of care of patients dialyzing at NKC. The Licensed Practical Nurse is self-directed and accepts and follows leadership from the RN, designated charge nurse, supervisor, or manager, and performs relief and/or project duties as related to the overall goals of the department and company. When the LPN functions as Charge Nurse, he/she supervises all unit staff and Volunteers.

### **DUTIES and RESPONSIBILITIES**

#### **Assessment**

##### Essential Job Functions:

1. Provide accurate initial patient assessments.
2. Collect data in a timely, organized, and systematic manner utilizing observation, examination, and intervention techniques.

##### Secondary Job Functions:

1. Continuous assessment of patient's overall physical and psychological condition to determine nursing care needs.
2. Document all pertinent data into the patient's permanent medical record. Included, but not limited to: new patient assessment, monthly primary care notes, and assessment of daily patient care and dialysis parameters.

#### **Analysis**

##### Essential Job Functions:

1. Review lab work.
2. Follow nursing diagnosis based on accept current knowledge as directed by RN, designated charge nurse, supervisor, or manager.

**Secondary Job Functions:**

1. Compare individual patient assessment data to the norm, notify charge nurse of any deviation.
2. Identify the patient's and family's capabilities and limitations.

**Planning**

**Essential Job Functions:**

1. Contribute to and help maintain nursing care plans, care cards, and six-month updates for primary patients.
2. Contribute to and help maintain current patient problem lists.
3. Develop individual nursing care plans which are realistic, stated in measurable outcomes, and supportive of patient desires.

**Secondary Job Functions:**

1. Include multidisciplinary input in planning care by contributing to care conferences and soliciting information from the patient care team.

**Intervention**

**Essential Job Functions:**

1. Implement the plan of care for patients.
2. Provide direct patient care:
  - a. Performing all hemodialysis tasks including: setting up dialysis machines, checking equipment, coupling patients on dialysis, monitoring treatment, uncoupling patients, administering medications, blood, etc.
  - b. Process physician orders.
  - c. Co-monitor new staff and orientees.
  - d. Performing appropriate procedures for dialysis-related emergencies.
  - e. Administer oxygen, perform EKGs.
3. Initiate emergency interactions based on assessment.

**Secondary Job Functions:**

1. Delegate tasks, supervise others, refer the patient to multidisciplinary team for specialized services, and coordinate the efforts of healthcare team.

**Evaluation**

**Essential Job Functions:**

1. Evaluate and document patient responses to care. Revise care plans as needed.
2. Determine relevance of nursing interventions. Determine causes of significant differences between patient responses and expected response.

3. Revise problem list as needed.

### **Human Worth**

#### **Secondary Job Functions:**

1. Provide care that communicates acceptance of the patient's and/or family's belief, religion and socioeconomic background, and provide care consistent with patient's rights and responsibilities.
2. Assure protection of patient's privacy.
3. Respect and guard the patient's confidentiality. Respect other staff and visitors.
4. Secure informed consent when indicated.

### **Communications**

#### **Essential Job Functions:**

1. Provide pertinent data to charge nurse and communicate all pertinent patient care data to physicians.
2. Document results of nursing interventions and related pertinent data in the medical records.

#### **Secondary Job Functions:**

1. Refer problems to appropriate personnel such as Social Work, Nutrition, etc.
2. Seek assistance when needed.
3. Facilitate communications on an interdisciplinary level as indicated.

### **Education**

#### **Essential Job Functions:**

1. Determine learning needs and assess patient's readiness and ability to learn.
2. Assure teaching is an ongoing process by providing an environment conducive to learning and utilizing principles of adult learning.
3. Provide healthcare education to the patient and family as needed.

#### **Secondary Job Functions:**

1. Provide teaching to co-workers as indicated.
2. Assist in additional projects, committee assignments, or tasks. Attend in-services as provided.

### **Environment**

#### **Essential Job Functions:**

1. Comply with infection control practices.
2. Know emergency procedures.

#### **Secondary Job Functions:**

1. Provide a safe, supportive environment for other staff and patients.

2. Collaborate with other disciplines in the evaluation and selection of equipment and supplies and in procedures for their use and maintenance.

### **Charge Nurse Role**

#### **Essential Job Functions:**

1. Monitor overall unit function and patient care. Provides staff direction through assignment and delegation.
2. Ongoing assessment of client needs for level of complexity of care.
3. Recognize patient and unit emergencies. Respond per NKC policy and unit protocol.
4. Transfer complex patient / staff situations to available RN.

### **Professionalism**

#### **Essential Job Functions:**

1. Be knowledgeable of rules and regulations governing the nursing care of patients.
2. The Licensed Practical Nurse must be currently licensed to practice in Washington State and become certified in basic life support.

#### **Secondary Job Functions:**

1. Be responsible for demonstration of attainment of a defined body of knowledge.
2. Continue Education – Recognize their own continuing learning needs, and be responsible for meeting those needs to maximize professional development and optimal nephrology nursing practice.
3. Quality Assurance – Licensed Practical Nurses shall participate in a program for ongoing evaluation of the quality and appropriateness of patient care. This program will include monitoring of, but not limited to:
  - a. Current licensure credentials.
  - b. Adherence to standards of practice.
  - c. Standard precautions and isolation techniques.
  - d. Equipment safety.
  - e. Infections.
  - f. Unusual occurrences.

### **JOB CONDITIONS and PHYSICAL EFFORT**

1. Must be able to communicate effectively in English on the phone, in writing, and in person.
2. Must be able to use a computer keyboard, mouse, and pull down windows in an efficient manner. Must be able to demonstrate use of appropriate software after training.

3. Duties and responsibilities are performed in a clinical dialysis unit. The Licensed Practical Nurse is exposed to fumes from chemicals such as formaldehyde, blood, other body fluids, and temperature changes.
4. Physical activities require the ability to stoop, kneel, crouch, reach; stand, walk; push, pull, lift; fingering, grasping, feeling; talking, hearing; and repetitive motions of hands, wrists, fingers. Eye-hand coordination must be very good.
5. The physical requirements include the ability to lift/move objects weighing up to 100 pounds occasionally, and lift/move objects weighing up to 50 pounds frequently.
6. The position requires visual acuity to read, inspect dialysis machines, and provide patient care.
7. The Licensed Practical Nurse must be willing to work with hepatitis and HIV-positive patients and those isolated for medical reasons following NKC recommended guidelines.
8. Communicate effectively in English in writing and orally.

### **CUSTOMER SERVICE STANDARDS**

All staff are responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; Show courtesy; Recognize customers' needs; Respect privacy.
2. **CONCERN:** Listen to customers; Express appreciation; Be non-judgmental; Take responsibility.
3. **CONFIDENCE:** Show a positive attitude; Take personal initiative; Inform; Educate and reassure; Provide prompt follow-up.
4. **CONDUCT:** Hold appropriate conversations; Maintain a professional appearance; Establish teamwork; Show professional competency.

### **EDUCATION and EXPERIENCE**

The Licensed Practical Nurse should have a technical degree in practical nursing, and current nursing license in the State of Washington. One year of previous patient care experience is preferred.

### **PREFERRED SKILLS and ABILITIES**

Ability to work with technical equipment and perform venipunctures.

**The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of all job tasks performed by people so classified.**

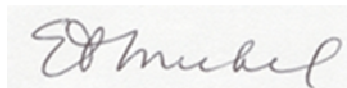
**REVIEW and APPROVAL**



Vice President of Clinical Services

3/01/04

Date



Vice President of Human Resources

3/01/04

Date