

MEDINA COUNTY COMMISSIONERS
 Job Description
LICENSED PRACTICAL NURSE
 COUNTY HOME



SUMMARY

The licensed practical nurse reports directly to the resident nurse. Assists resident nurse and follows orders regarding medication, recordkeeping, and on-going assessments of the patients. Maintains good communication with all patients and family members. When directed by the resident nurse provides health teachings to the patients' families. Maintains supplies and keep all equipment clean. Follows appropriate policy and procedure.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Carries out physician, resident nurse, and superintendent's orders accurately, directly and indirectly. Collect data. Evaluates effectiveness of nursing care administered relative to the patient's identified problems and needs. Documents all observations and complete any required paperwork. Administer medication accurately. Observes patients response to medication. Performs ongoing patient assessment. Demonstrates sound judgment by taking appropriate actions regarding questionable findings or concerns. Investigates and follow through on unusual orders. Assures proper handling and emergency care of patients involved in accidents. Serves and attends to patients needs. **Time spent: 45%**
- II. Maintains communication among the other staff, physicians, and superintendent. Communicates observations on patient's conditions to the resident nurse. Reports patient's needs and problems to registered nurse. Assists in solving problems. **Time spent: 20%**
- III. Maintains a clean, neat, and safe environment for patient and staff according to policy and procedure. Ensures supplies and equipment are stored in organized manor. Demonstrates correct and safe techniques on use of equipment. Follows appropriate procedures for cleaning and disposing of equipment or supplies. Reports need for service maintenance on equipment. **Time spent: 15%**
- IV. Maintains communication with patients' family members. Assists patients' family members. Provides patient and family health teaching as delegated by the resident nurse. Answers and refers telephone calls. Helps other related duties assigned by the resident nurse. **Time spent: 15%**
- V. Participates in County Home training and orientation of new staff. Attends staff meetings held by supervisor. **Time spent: 5%**

Class Title / Position Number of Position(s) Supervised:

None

Department Director: _____ Date: _____

Human Resources: _____ Date: _____

Appointing Authority: _____ Date: _____

Class #: _____ Class Title: _____ Division: _____
 Unit: _____ Normal Working Hrs : Fr _____ to _____ Position Control #: _____
 County of Employment: _____ Working Title: _____ Pos # & Title of Supervisor: _____

	KNOWLEDGE ▲ SKILLS ▲ ABILITIES	PRINCIPLE DUTIES
Knowledge:	<ul style="list-style-type: none"> (1) Calculate figures related to medication dosage and amounts such as discounts, interest, commission, percentages, and area; (2) Equipment; (3) Policies and procedures of County Home; (4) Handles emergency situations, (5) Causes and effects of medications; (6) Nurse Practice Standards; 	<p>Administers medication accurately.</p> <p>Correct and safe techniques on usage of equipment</p> <p>Observe and document patients response to medication</p> <p>Proper handling and emergency care of patients involved in accidents</p>
Skills:	<ul style="list-style-type: none"> (7) Problem solving; (8) Complete routine forms; (9) Aid geriatric patients; 	<p>Take appropriate actions regarding questionable findings or concerns</p> <p>Documents all observations</p> <p>Serves and attends patients' needs.</p>
Ability:	<ul style="list-style-type: none"> (10) Ability to read and analyze professional journals, technical procedures or government regulation; (11) Write reports, business correspondence and procedure manuals; (12) Present info and respond to questions; (13) Talk and hear; (14) Stand, sit, walk, use hand to finger, handle and feel objects and tools, and reach with hands and arms; (15) Lift 50-100lbs; (16) Interpret a variety of instructions; 	<p>Provide patient and family health teaching.</p> <p>Serves and attends patients' needs.</p> <p>Assists patients' family members.</p> <p>Answers telephone calls.</p> <p>Completes required paperwork.</p> <p>Lifts patients</p>

MEDINA COUNTY POSITION DESCRIPTION ADDENDUM

MINIMUM CLASS REQUIRMENTS

- 1) Graduate of an accredited School of Nursing
- 2) Valid registration as a licensed practical nurse in the State of Ohio
- 3) Knowledgeable regarding the nursing process and its application

COMPETENCIES / ESSENTIAL FUNCTIONS / UNUSUAL WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Ability to effectively present information and respond to questions from patients and their family members
- Must be able to relate and work well with the elderly population.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Licensed Practical Nurse will be scheduled based on operational need.
- Regularly required to talk or hear; use of hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Intermittent physical activity including walking, standing, sitting, lifting, and supporting patients.
- Licensed Practical Nurse will be exposed to virus, disease, and infection from patients and specimens in working environment.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

MAJOR WORKER CHARACTERISTICS

- Knowledge of resident care
- Ability to use whole numbers, understand systems and procedures.
- Ability to establish positive client relations.
- Knowledge of nursing policies and procedures
- Knowledge of medications
- Ability to use medical equipment
- Ability to aid geriatric patients