

Preferred Management Corporation Position Description

Job Title: Licensed Vocational Nurse
Department: Nursing
Reports To: Registered Nurse, Charge
FLSA Status: Non-Exempt

SUMMARY: Works under the direction of a registered nurse and participates in the planning, implementation, and evaluation of nursing care, within the objectives, and policies of the department and within the parameters of his/her scope of practice. Cooperates with the members of the nursing and medical staff and other hospital departments. Assists in health teaching of the patient and family as directed by the Registered Nurse. Functions as patient advocate. Provides nursing care as appropriate for condition of patient.

QUALIFICATIONS:

- Competent in medical terminology.
- Maintain discretion and confidentiality in communications.
- Knowledgeable about policies and procedures regarding reporting and release of protected health information (PHI).
- Competent in clinical skills and use of medical equipment.
- Knowledgeable of Infection Control and Prevention practices.
- Knowledge of licensing requirements, nursing practice act, statutes and rules applicable to nursing.
- Maintain certifications and continuing education requirements needed to perform job.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides direct and individualized nursing care to an assigned group of patients based on the applications of scientific principles, under the supervision of a registered professional nurse.
- Conducts focused assessments (following initial comprehensive assessments completed by the registered nurse).
- Contributes to the planning and implementation of the nursing care.
- Participates in the development and modification of the ongoing nursing care plan.
- Communicates between patients, families, ancillary personnel and hospital departments involved in patient care.
- Assists in health teaching of patient and family under the direction of Registered Nurse.
- Shares responsibility for planning, implementation, and evaluation of nursing care plans and nursing care.
- Prepares, administers and records medications in accordance with policies regarding the administration of medications.
- Participates in emergency situations.
- Ongoing communication with the Registered Nurse regarding patients' status.

- Documents information concisely, accurately and completely.
- Identifies and utilizes appropriate channels of communications.
- Knows and complies with practice standards of the state board of nursing.
- Miscellaneous duties as assigned requested or required.

EDUCATION and/or EXPERIENCE:

- Current Vocational Nurse licensure
- Basic Life Support (BLS) certificate
- Advanced Cardiac Life Support (ACLS), highly recommended
- Pediatric Advanced Life Support (PALS), highly recommended
- One (1) year of clinical practice, preferred

LANGUAGE/READING SKILLS:

- Communicate verbally and in writing in English.

MATHEMATICAL SKILLS:

- Competent in dosage calculations.

REASONING ABILITY: Responds to unusual or varied situations that are not covered by existing standards, procedures and precedents.

WORK ENVIRONMENT: Regularly required to stand, walk, sit, ascend and descend stairs, possess ability to handle, finger or feel objects, tools or controls; reach with hands and arms.

Frequently be able to lift 25 pounds from the floor to waist level and may occasionally be required to assist moving adult patients. Specific vision abilities include close vision and the ability to clearly focus vision. Specific hearing abilities using the stethoscope for breath sounds and Korotkoff sounds.

I have received and read a copy of this position description and acknowledge that I am able to perform the duties described.

Signature

Printed Name

Date