



Murray County Medical Center Position Description

Classification:	Licensed Practical Nurse (LPN)
Department:	Hospital/Nursing
Location:	Murray County Medical Center (MCMC)
Reports to:	Chief Nursing Officer
FLSA Classification:	Hourly/Non-exempt

Under the supervision of the Chief Nursing Officer, this position assures provision of care to the assigned patient population in a professional manner, utilizing the nursing process and principles of continuous quality improvement in collaboration with other members of the healthcare team. The LPN provides direct quality care under the supervision of an RN, NP, PA-C, or MD.

Essential Duties and Responsibilities

1. Mission and Objectives
 - Supports the mission of MCMC.
2. Skills and Abilities Required
 - Evaluate and implement problem solving solutions regarding patient care or unit functions.
 - Provide input in the development of policies, procedures, standards, and guidelines.
 - Participate in Quality Improvement program by collecting data pertaining to unit specific indicators on an ongoing basis (i.e. chart audits).
 - Comply with unit scheduling guidelines.
 - Enhance professional growth and development through participation in education programs, current literature, in services and workshops, which may include preparing and providing in-services to staff.
 - Supervise the care given by CNAs.
 - Contribute input into performance evaluations – peer reviews.
3. Maintain Interpersonal Relationships
 - Keep privileged information about patients and MCMC associates confidential.
 - Resolve interpersonal issues using direct communication.
 - Demonstrate openness to feedback and guidance.
 - Share positive feedback frequently.
 - Facilitate growth of others by providing feedback.
 - Demonstrate good listening skills.
4. Communications

- Communicate with Multidisciplinary team regarding plan of patient care.
 - Notify RN of acute changes in patient’s condition and carries out appropriate nursing intervention.
 - Assists RN with data collection to determine the current health status of the patient as delegated by the charge nurse or RN.
 - Implements planned nursing interventions and documents care and patient responses.
 - Deliver shift report to include pertinent information.
 - Report incidents involving patients/employees and visitors. Follow to assure that required reports have been properly completed and routed to the appropriate person(s).
 - Provide professional customer service to all patients, visitors, and staff.
5. Additional Duties
- Monitor and stock supplies/medications as needed.
 - Participate in facility and departmental in-services and staff meetings.
 - Performs other duties as assigned.

Job Activities

Percent of Job	Major Activity
30%	Maintains Nursing Process and Critical Thinking
25%	Documentation
10%	Manages Work Habits/Safety
10%	Maintains Professional Development
10%	Provides Leadership
10%	Peer reviews, chart checks and check lists. Perform PSR duties when needed, and manage RT, PT, OT therapies when supervisor not present
5%	Maintains Interpersonal Relationships

100% Total

Education and Experience

- Graduate from an accredited School of Nursing.
- Two (2) years recent Medical/Surgical experience preferred.
- Licensed to practice as an LPN in the State of MN.
- Must be BLS upon hire. ACLS within 6 months of hire. CALS encouraged.

Requirements

- Knowledge of standards related to nursing practice, anatomy, physiology, the disease process, pharmacology, IV therapy, and aseptic techniques.
- Ability to communicate and work effectively with patients/families, peers, and providers.
- Ability to handle multiple priorities.

- Able to remain calm during stressful situations; venting emotions/frustrations at the appropriate time and place.
- Able to present a positive image.
- Must always maintain and keep nursing licensure current.

Working Conditions and Physical Demands

- Subject to varying and unpredictable situations. Performs emergency care. Subject to many interruptions and long irregular hours.
- Requires intermittent sitting, and handling of equipment, supplies, and machines. May be subject to long hours on feet.
- Must be able to perform duties independently and use manuals or department guidelines, policies, or procedures for reference. At times may need to troubleshoot to perform duties and must stay within scope of practice.
- Work is performed indoors, but frequently exposed to odors and wet/slippery conditions.
- Continuously deal with moderate-high detail and deadlines.
- Working conditions include exposure to communicable diseases and exposure to potential allergens and the risk of blood borne diseases; exposed to infection and disease-bearing specimens; infections and contagious diseases; hazards of handling diseased organs and tissues; odorous chemicals and specimens; housekeeping/cleaning agents/chemicals; explosive chemicals, gases, and low-level radiation. May be exposed to bio-hazardous, radioactive substances and toxic chemicals.
- Must have acuity of sight, depth perception, field of vision and color vision.
- Must be able to hear ordinary conversations and be able to differentiate distinctive sounds are required.
- Required Personal Protective equipment would include eye protection; gown; mask; face protection; non-sterile/sterile medical gloves; and possibly respirators.
- Frequent standing, walking, squatting, and lifting. Occasional periods of sustained effort involving lifting/carrying up to 60 pounds; assists with lifting and moving patients. Frequently lifts, positions, pushes and/or transfers patients. Occasionally pushes/pulls or moves/lifts heavy equipment/supplies. Frequently reaching, stooping, bending, kneeling, or crouching.

Equipment Operation

- Most of the time will be spent using clinical equipment of the unit (SCDs, Polar Ice machines, telemetry, crash cart, vitals machines, IV/internal feeding pumps, Respiratory Therapy equipment, EKG, oxygen, urinalysis machine, and Physical Therapy (PT) equipment.
- Other equipment includes phones, 2-way radio, computer, IPAD, FAX machine, copier, multi-line telephone, and printer.

Supervisory Responsibilities

There is no direct supervision but trains and at times give work direction.

Employee Signature: I have read and agree that I can perform the essential functions of this position.

Print Name

Signature

Date

Manager or HR Rep. Signature

Date

Date