

***Employment at Morrow County Health District***

Morrow County Health District believes that each employee makes a significant contribution to those we serve and the District as a whole. Every day our patients, families, other healthcare providers, visitors and coworkers are always deserving of exceptional, friendly service and the highest level of quality care possible. This is made possible by all employees agreeing to adhere to the District’s Promise of Excellence and upholding our True North Statement of “Welcoming our patients and providing exceptional care.”

Your contribution to the District and those we care for is not limited by the responsibilities set forth in this position description. This description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary.

**Title:** License Practical Nurse (LPN)  **Dept:** Nursing

**Exempt/Non-Exempt:** Non - Exempt **Reports to:** Chief Nursing Officer/Nurse

Manager

**Pay Equity Group: Effective Date:** 10/22/2019

Under the direction of a qualified professional Registered Nurse. The Licensed Practical Nurse (LPN) will provide professional, comprehensive nursing care for all patients at Pioneer Memorial Hospital. The LPN will be accountable for the delivery of coordinated, safe, compassionate, therapeutic, evidence-based quality care to patients and families, based on individual physical, emotional, and spiritual needs, and appropriate care strategies throughout the lifespan. The LPN will practice in accordance with the Nurse Practice Act in Oregon, and follow all standards and scope of practice for a LPN. The LPN will communicate effectively with providers and other staff members for continuity of care; maintains satisfactory relationships with other departments and participates in all phases of education, maintenance of records, and follow policies and procedures.

**Essential Functions:**

1. Provides compassionate, evidence-based, and efficient care to individuals, families, communities and all patient populations that we serve.
2. Provide appropriate care and decision-making skills for patients within all areas of the hospital sitting (ER, Inpatient, Out Patient, Observation, Skilled and Non-Skilled Swing Bed)
3. Maintain accurate and detailed medical records and update as needed
4. Follow patient care plans
5. Complete accurate patient assessments and interventions within the LPN scope of practice
6. Assist with patient discharges and transfers to other facilities as required
7. Documentation completed within a timely manner
8. Record patient medical information and vital signs as ordered
9. Monitor, record and report symptoms and changes in patient conditions to the registered nurse on duty or provider
10. Consult and coordinate patient care with the health care team
11. Monitor all aspects of patient care including medical care, patient safety, hygiene, diet and physical activity
12. Provide education to patients and prepare them for and assist with examinations, treatments and procedures
13. Instruct and educate patients on topics such as health education, disease prevention and process, medication use and side effects
14. Demonstrate and accurately use all equipment
15. Ensure patient rooms and exam areas have appropriate equipment and supplies needed
16. Ensure all supplies are stocked in all areas of the hospital
17. Communicate effectively and professionally with all staff members of Morrow County Health District
18. Accurately and promptly implement physicians’ orders
19. Prepares and administer all medications within the LPN scope as ordered and document on the Electronic Medical Administration Record
20. Perform all treatments within the LPN scope as ordered and document in the medical record
21. Documents in the chart notes in an informative and descriptive manner that reflects the care provided as well as the patients response to the care
22. Attends and participates in in-service training, staff meeting and other meetings as required by the CNO or Nurse Manager
23. Observes and supports all district policy
24. Uses required protective equipment when providing safe patient care
25. Follow infection control standards, policies and procedures
26. Maintains a professional approach with confidentiality and abides by all district HIPAA and Privacy Policies.
27. Is prompt and efficient with minimal absences
28. Complete all assigned trainings and assignments by due date
29. All other duties as assigned

**SECONDARY FUNCTIONS:**

1. Floats as requested by the qualified Registered Nurse, Nurse Manager, or Chief Nursing Officer

2. Provide orientation and training to newly hired LPN, CMA and CNA

**Job Scope:**

**Supervisory Responsibility:**

The LPN will help with day to day oversite and delegation to the CNA’s at Pioneer Memorial Hospital.

**Interpersonal Contacts:**

Must have excellent interpersonal communication skills to accomplish a variety of work with various groups of people, including physicians, patients and family members, personnel from other hospitals, clinics, healthcare organizations and facilities, co-workers as well as the general public. A demonstrated understanding and appreciation for diverse cultures is required. Must be able to interact with others in a thoughtful and professional manner.

**Specific Job Ability:**

Must have excellent nursing skills and will provide professional, comprehensive nursing care for all patients at Pioneer Memorial Hospital. The LPN will be accountable for the delivery of coordinated, safe, compassionate, therapeutic, evidence-based quality care to patients and families, based on individual physical, emotional, and spiritual needs, and appropriate care strategies throughout the lifespan.

**Specific Job Effort:**

1. Be able to sit, stand, and bend throughout the day.
2. Be able to push, pull and lift over 50 lbs., will assist with lifting and moving patients.
3. Must possess adequate vision, hearing and manual dexterity to perform job duties.
4. Mental efforts of the position include juggling many duties and responsibilities at once, having to prioritize and reprioritize as needs change. May be stressful at times.

**Education, Experience and Certification/Licensure:**

1. Completion of a formal Licensed Practical Nurse Program education program
2. Current Oregon State LPN License.
3. Current BLS
4. ACLS and PALS required, or ability to obtain within 90 days of hire (Must maintain current certifications and provide updated copy to the CNO).

**Job Conditions:**

1. Subject to falls, hostile and emotionally upset patients, family members and staff throughout the work day.
2. Subject to exposure to blood, body fluids, infectious substances, hazardous chemicals, toxins and noise.
3. Occasional exposure to grease, oils and dust.
4. Willingness to work beyond normal working hours, and in other shifts temporarily, when necessary.
5. Requires manual dexterity including manipulating tools, equipment and other items on a regular basis.

I have read the above position description. I will perform the position to the best of my ability. A copy of this position will be placed in my personnel file.

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Signature of Employee Date