



CARE STAFFING

P r o f e s s i o n a l s

Care Staffing Professionals Job Description

Position: Licensed Vocational Nurse

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications which may be required of the employee assigned to the position. Depending on the size of the facility the job duties may vary. Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind; my employment with the Company is at-will.

Position Summary

Licensed Vocational Nurses (LVNs) care for people who are sick, injured, convalescent or disabled. They participate in the planning, implementation, and evaluation of nursing care, based on the objectives, standards, and policies of practical nursing. LVNs work under the direction of Registered Nurses and/or Physicians; the nature of the direction and supervision required varies by State and job setting.

Position Responsibilities

LVNs provide direct and individualized nursing care to patients based on the application of scientific nursing principles. Common responsibilities of LVNs include (but are not limited to):

- Provides basic bedside care
- Maintains comfortable, orderly, safe and clean environment for patients
- Measures & records patients' vital signs (such as height, weight, temperature, blood pressure, pulse, respiration)
- Assists with bathing, dressing, and personal hygiene of patient
- Prepares and gives injections and enemas
- Monitors catheters
- Records food/fluid input/output
- Dresses wounds
- Assists with bed positioning, standing and walking of patients
- Collects samples for testing
- Performs routine laboratory tests as directed by supervisor
- Prepares and administers (orally, subcutaneously, through an IV) and records prescribed medications.
- Reports adverse reactions to medications or treatments in accordance with the policy regarding the administration of medications by a Licensed Vocational Nurse
- Assists in relevant health teaching for patient and family/significant other
- Records all care information concisely, accurately and completely, in a timely manner, in the appropriate format and on the appropriate forms
- Performs other position-related duties as assigned, depending on assignment setting

Depending on setting, may also:

- Starts intravenous fluids
- Provides care to ventilator-dependent patients
- Directs care provided by nursing aides
- Floats among various clinical services, where qualified and competent

Other Responsibilities

- Completes required orientation as directed by facility
- Follows facility and OSHA safety rules and procedures while on assignment
- Follows facility and GHR Unusual Occurrence Protocol
- Respects cultural and religious practices of patients
- Upholds HIPAA regulations
- Punctual and dependent for assigned/confirmed shifts

Position Requirements

- Graduate of an accredited LVN program
- Current LVN license, in good standing with the State licensing board
- Minimum of one (1) year LVN experience, in area of specialty preferred
- Federal-, State- and GHR-required credentials current and on file
- Cognitive skills as related to the position

Working Conditions

Because patients need round-the-clock care, working hours include days, nights, weekends and holidays. The number of patients assigned per shift will vary with facility. LVNs are required to stand for long periods of time. Employees are encouraged to safely move patients and use alternative methods whenever possible; alternative methods include requesting assistance to roll/lift/transfer patients. LVNs may face hazards from exposure to chemicals and infectious diseases. In addition, they have to treat patients that are confused, irrational, agitated, and/or uncooperative.

Physical Demands

- Ability to lift fifty (50) pounds. Moving, lifting or transferring of patients may involve lifting of up to 100 pounds.
- Ability to stand for extended periods
- Fine motor skills
- Visual acuity

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. While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or feel; and reach forward with hands and arms. The employee is occasionally required to sit and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 50 pounds. Specific vision

abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Physical Demand Ratings are an estimate of the overall strength requirements that are considered to be important for an average, successful work performance of a specific job. In order to classify the occupation of a worker with a physical demand rating, the most strenuous and frequently performed tasks are evaluated. The overall physical demand rating for a job of the LVN falls within the Medium classification according to the Dictionary of Occupational Titles. However, due to the population in contracted facilities, this position has been classified as **Heavy** (exerting 50 to 100 pounds of force occasionally, and/or 20 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects*).

*Physical demands as published by the US Department of Labor, 1991 in the Dictionary of Occupational Titles, 4th, Edition. You may contact Care Staffing Professionals' Human Resources Department for a comprehensive list of physical demands.

Signature: _____

Print Name: _____

Date: _____