

**Job Title:** Licensed Practical Nurse  
**Department:** Medical/Surgical Unit  
**Classification:** Non-Exempt  
**Reports to:** 1. Nurse Manager  
2. CNO/VP of Patient Services

### Summary

Provide direct nursing care for patients under the supervision of a Registered Nurse.

### Job Duties

- Receive report at the beginning of shift relative to patient status and patient care requirements. Receive assignments to specific patients from charge nurse. Completes bedside report on assigned patients at the end of the shift.
- Check the patient for proper identification utilizing his/her wrist bracelet. Check the patient's bed for proper identification.
- Take temperature, pulse, respirations and blood pressure accurately. Document appropriately within electronic medical record or report these findings. Check apical rate when appropriate or once per shift as needed to Charge Nurse.
- Assist in bathing procedures or administer complete or partial bath. Provide care of the hair, nails or special mouth and back care. Secure urinals and bedpans or other types of receptacles and equipment for use by the patient and care of such after use. Assist the patient in dressing or undressing. Perform procedures required for and related to complete AM and PM care. Keep charge nurse informed of unexpected developments.
- Complete related assessments and report findings.
- Provide respiratory therapy treatments.
- Insertion of foley catheter as ordered by physician. Irrigation of foley catheter as directed.
- Apply dressings sterile and non-sterile as directed.
- Chart bedside nursing procedures and observations.
- Maintain accuracy of intravenous infusion by regulating flow rate. May discontinue IV, may hang IV fluids and administer IV medicines permitted as outlined in the nursing procedure book.
- Administer medicines according to the established policy.
- Perform related duties as assigned or required.
- Assist MD or RN in administration of treatments/procedures.
- Communicate any unusual findings to the charge nurse immediately.
- Admit, transfer and discharge patients following the written procedures.
- Work cooperatively with all team members. Maintain positive image for hospital by practicing good guest relations.
- Attend staff and/or educational meetings as scheduled which are conducted for general information, policies and for improvement of patient care.
- Actively participate in infection control measures and quality assessment activities.

- Participate in economical utilization of supplies and ensure that equipment, devices and work areas are maintained in a clean and safe environment.

**Qualifications/Requirements**

- Graduation from an accredited School of Nursing and current licensure by the Pennsylvania Board of Nursing
- Current American Heart Association/American Red Cross Cardiopulmonary Resuscitation (CPR) certification
- Certification in Advance Cardiac Life Support (ACLS) obtained within one year

**Work Environment**

Work is performed primarily indoors in a generally acceptable work area. The employee may encounter some potentially adverse conditions due to: direct patient contact, exposure to contagious diseases on a limited basis.

Physical demands include: Constant feeling; Frequent standing, fine manipulation and keyboarding; Occasional lifting/carrying up to 50 pounds, pushing/pulling up to 100+ pounds, balancing, bending, stooping, kneeling, crouching, reaching, handling, grasping and overhead lifting.

**Positions Supervised**

None