

SAVOY MEDICAL CENTER

DEPARTMENT: LPN Agency

EFFECTIVE DATE: 4/90

SUBJECT: Job Description/
Performance Evaluation

REVISION DATE: 7/99, 4/10

APPROVED BY: Medical Executive Committee

Name: _____ S/S Number: _____

Due Date: _____ Hire/Transfer Date: _____

Type of Review: Annual: _____

Professional Credentials

- A. Education and License: Graduate of an accredited School of Practical/Nursing, currently licensed in the state of Louisiana.
- B. Experience: One year experience as a LPN preferred.
- C. CPR certification

Position Description

The Licensed Practical Nurse assists with patient care according to the patient care plan, observes and records pertinent information and reports to appropriate supervisor.

0= Does not meet standard: Consistently does not meet job requirements/standards. Needs constant assistance from supervisor or co-workers.

1= Borderline; Needs Improvement: Frequently does not meet job requirements/standards. Require more than minimal assistance from supervisor or co-workers. Shows willingness to improve.

2= Average; meets standard: Consistently meets assigned job requirements/standards in a satisfactory manner. Requires minimal or no assistance from supervisor/co-workers.

3= Above average: Frequently exceeds job requirements/standards. Solid performance. Functions independently.

4= Superior; exceeds standards: Consistently exceeds job requirements/standards in a manner that rarely is equaled by others. Makes significant contribution to the department

Duties and Responsibilities

Receives reports on assigned patients. 1 2 3 4

Gives the oncoming LPN a complete patient report 1 2 3 4

Frequently checks well being of assigned patients. 1 2 3 4

Participates in patient care planning. 1 2 3 4

Assists physicians where required with patient examinations.	1	2	3	4
Assists with pre- and post-operative patient care.	1	2	3	4
Assists with patient admissions and discharges.	1	2	3	4
Notifies Charge Nurse or supervisor of changes in patient's condition or of any unusual symptoms.	1	2	3	4
Administers medications within scope of licensure.	1	2	3	4
Records all pertinent information on the patient's record.	1	2	3	4
Undertakes the following specialty areas only when the LPN has documented skills in these areas:				
Intensive Care Unit	1	2	3	4
OB/Gyn	1	2	3	4

Supervision

The Licensed Practical/Vocational Nurse is under the direct supervision of the Charge Nurse of a specific unit.

Physical Demands:

- Performing the duties of this job requires prolonged, extensive or considerable standing and walking. The employee is frequently required to use hands to finger, handle or feel objects and tools or controls; reach with hands and arms; climb, stoop, kneel or crouch; talk or hear; and taste or smell. The employee must regularly lift, carry, push, pull, position and/or move up to 50 pounds or more.

Work Environment:

- While performing the duties of this job, the employee may be exposed to infections and contagious diseases, body fluids and wastes; exposed to a variety of electrical or mechanical power equipment; exposed to odorous chemicals and specimens; subject to burns and cuts; occasionally exposed to radiation; in contact with patients under a wide variety of circumstances; handling emergency or crisis situations; subject to many interruptions; subject to irregular hours; required to make judgements/actions.
- The noise level in the work environment is moderate.
- Smoke free environment

I have received, read and understand the Position Description/Performance Evaluation above.

Name/Signature

Date

EMPLOYEE COMMENTS:

DEPARTMENT MANAGER'S COMMENTS:

RECOMMENDATIONS:

TRAINING NEEDS: _____

SIGNATURES

EMPLOYEE: _____

DATE: _____

MANAGER: _____

DATE: _____

CHIEF NURSING OFFICER: _____

DATE: _____

HUMAN RESOURCES: _____

DATE: _____

EXECUTIVE DIRECTOR: _____

DATE: _____

job description per eval lpn agency.doc