

# 2017 LICENSED VOCATIONAL NURSE (LVN)

**Job Description:** LICENSED VOCATION NURSE (LVN)

**Revised:** 03/04/16

## **Professional Summary:**

The License Vocational Nurse will utilize the Nursing Process in accordance with the Texas State Nurse Practice Act, Dean's Professional Services (DPS), and Facility policy and procedures.

The License Vocational Nurse assists the Registered Nurse in the delivery of nursing care and also assists in patient teaching assignments. The LVN is required to administer medications, administer treatments and give direct care to patients as needed, and to document same in the clinical record.

The Licensed Vocational nurse demonstrates critical thinking skills, scientific judgment and leadership in the anticipation and planning for safe delivery of care; maintains clinical competencies through continuing education; delegates patient care priorities commensurate with the education and experience of the staff available; provides direction and supervision of assigned personnel delivering patient care.

## **Education/Training:**

- **Education and License:**
  - Graduate of an accredited school of Vocational Nursing.
  - Currently licensed by the Texas Board of Nurse Examiners.
- **Certifications:**
  - CPR certification. Other certification based on nursing unit requirements.

## **Experience/Skills:**

- **Hospital Setting:** At least one (1) year of supervised experience as an LVN within the last three years is preferred but will be evaluated on a case by case basis.
  - OR
- **Clinic Setting:** Preferred one (1) year of supervised experience as a LVN, however will evaluate newly licensed LVN's on a case by case basis.
  - OR
- **Long Term Care:** Preferred one (1) year of supervised experience as a LVN, however will evaluate newly licensed LVN's on a case by case basis.
- **General computer skills**

## **Duties and Responsibilities:**

### **1. CUSTOMER SERVICE**

- a. Conducts daily activities within the appropriate ethical and legal guidelines as defined by our Code of Conduct and Ethics and Compliance program and in accordance with our Mission, Vision and Values
- b. Demonstrates effective verbal and written communication. Utilizes proper etiquette with Telephone and Electronic mail.
- c. Demonstrates respect for other's opinions, judgment, and capabilities; gives recognition and praise.
- d. Anticipates and provides resolution to issues based on the needs and expectations of our customers.

- e. Consistently displays professional, compassionate behavior that enhances the public image of DPS evidenced by professional care of patients and courteous behavior toward the public and co-workers.
- f. Responds to supervisors, patients and co-workers request for information and assistance in cooperative manner and within appropriate time frame.
- g. Channels concerns appropriately through Chain of Command; deals with conflict appropriately/privately
- h. Treats others with respect always; maintains a work environment free of harassment, hostility, threats or violence

## **2. JOB KNOWLEDGE**

- a. Demonstrates a thorough knowledge of work practices/responsibilities.
- b. Demonstrates self-direction, initiative and flexibility in performance of responsibilities; flexible with float policy.
- c. Demonstrates ability to set priorities and organize workload, especially during stress.

## **3. ETHICS**

- a. Adheres to the policies and procedures of the organization, department, and regulatory and accrediting agencies.
- b. Adheres to dress code policy, neat and clean appearance, wears visible I.D. badge.
- c. Reports to work at scheduled shift time.

## **4. PATIENT RIGHTS**

- a. Demonstrates awareness of and respect for patient/family/SO needs in relation to confidentiality, privacy, security, complaint resolution and spiritual and cultural needs.
- b. Serves as an advocate for patient/family/SO regarding decisions affecting the Plan of Care.

## **5. CARE OF THE PATIENT**

- a. Assist in providing nursing care to the patients through the use of Nursing process.
- b. Assists in assessment of physical, psychological and social dimensions of patient.
- c. Assist in and directly participates in implementing plan of care.
- d. Implements clinical and technical aspects of care and nursing orders in accordance with established policies and procedures.
- e. Initiates medical plan according to physicians' orders
- f. Functions within limits of DPS and Client Site(s) policies and procedures
- g. Assists in evaluating nursing care provided
- h. Administers drugs according to approved policies including:
  - i. Passing Oral medication, giving intramuscular and other subcutaneous injections give intravenous medications and chart accordingly.
- i. Set up intravenous fluids to be started, hang the fluid bottle or bags, monitor and discontinue the fluid and change tubing as necessary.
- j. Responsible for skillful use and operation of facility equipment
- k. Gives direct care to patients with complicated nursing problems and assists with care of patients in critical condition.
- l. Performs treatments or assists in treatments and procedures such as insertion of straight and retention catheters, insertion of nasogastric tubes, administering tube feedings, changing and application of dressings and compresses and doing oral, nasal and tracheal suctioning (with post-licensure training)
- m. Keeps nursing personnel informed regarding changing conditions of patients and or other pertinent observations
- n. Assists in planning, assessment, implantation and evaluation of patient and family instructions.

- o. Provides support for emotional needs
- p. Teaches appropriate self care.
- q. Advocates use of community resources.
- r. Develops and maintains interpersonal relationships with patients, visitors, and other facility personnel.
- s. Transports patients to other units and or departments.

#### 6. ENVIRONMENT OF CARE

- a. Maintains clean, organized, safe working area; equipment is in safe working order or reported for repair.

#### 7. MANAGEMENT OF INFORMATION

- a. Maintains privacy, confidentiality, security and integrity of patient, employee and organizational data.
- b. Concise documentation to support assessment, monitoring treatment and education provided.

#### 8. INFECTION CONTROL

- a. Demonstrates knowledge of and complies with Infection Control Policies: utilizes personnel protective equipment
- b. Immediately disposes of biomedical waste in designated container at point of origin.

#### Mental Skills and Abilities:

- **Math** - Ability to add, subtract, multiply and divide; to calculate variables, formulas, ratio and proportion; to use practical application of fractions, percentages, and statistics.
- **Reading** - Ability to read and understand technical journals, manuals, reference books, legal documents and financial reports.
- **Writing** - Ability to write summaries for patient documentation using proper facility approved format and conforming to rules diction and style.
- **Speaking** - Ability to be conversant in the principles and methods of effective and persuasive speaking and discussion; and to participate in panel discussions using clear and distinct speaking voice with appropriate pauses and emphasis, correct pronunciation, and variation in word order.
- **Reasoning Ability** - Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of instructions;
  - To plan work and develop procedures; to learn and/or evaluate information in order to make judgments and decisions.

#### Work Situations:

- **Communication** - The ability to relate to people in situations involving more than giving and receiving instructions.
- **Direction, Control and Planning** - Adaptable to accepting responsibility for the direction, control, or planning of an activity. The employee may be in a position to negotiate, organize, direct, formulate practices, or make final decisions.
- **Feelings or Ideas** - Adaptable to situations involving the interpretation of feelings or ideas in terms of personal viewpoint. The employee may be called upon to use creativity, self-expression, or imagination.
- **Influencing** - Adaptable to influencing people in their opinions, attitudes, or judgments. The employee may be in a position to motivate, convince, or negotiate.
- **Measurable or Verifiable Criteria** - Adaptable to making generalizations, judgments, or decisions based on measurable or verifiable criteria. The employee may make evaluations on the basis of data.

- **Performing Under Stress** - Adaptable to situations requiring the precise attainment of set limits, tolerances, or standards. The employee may need to be precise, thorough, exacting, or meticulous regarding material worked; or in activities such as numerical determinations, record preparation, or inspecting.
- **Repetitive, Continuous** - Adaptable to performing repetitive work, or to continuously performing the same work, according to set procedures, sequence, or pace. The employee may perform work that is inherently of a repetitive nature.
- **Sensory or Judgmental Criteria** - Adaptable to generalize, judgments, or decisions based on sensory or judgmental criteria. The employee may rely on one or more of the five physical senses, or rely on knowledge gained by experience to make evaluations.
- **Set Limits, Tolerances, or Standards** - Adaptable to performing under stress when confronted with emergency, critical, unusual, and/or dangerous situations; or in situations in which working speed and sustained attention are make or break aspects of the job.
- **Variety and Change** - Adaptable to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure. Several duties in a job that require significant differences in technologies, techniques, procedures, working conditions, physical demands, and/or situations constitute this factor.

### **Physical Demands:**

- **Heavy Work** - Exerting up to 100 + pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull, or otherwise move objects.
- **Balancing** - Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery, or moving surfaces.
- **Carrying** - Supporting the weight of an object with hands and arms and moving from one place to another.
- **Climbing** - Ascending or descending ladders, stairs, ramps, and the like, using feet and legs and/or hands and arms.
- **Crouching** - Bending the body downward and forward by bending legs and spine.
- **Dexterity** - Picking, pinching, or otherwise working with fingers.
- **Eye-Hand-Foot Coordination** - The ability to coordinate hand and/or foot motions with visual stimuli to engage in or perform physical activities, such as typing, operating vehicles or mechanical equipment, etc.
- **Handling** - Seizing, holding, grasping, turning, or otherwise working with fingers and/or hands.
- **Hearing** - Perceiving the nature, intent or meaning of sounds.
- **Kneeling** - Bending legs at the knee to come to a rest on knee or knees.
- **Lifting** - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- **Pulling** - Exerting a force to move an object toward the individual.
- **Pushing** - Using upper extremities to press against something with steady force to move forward, downward, or outward.
- **Reaching** - Extending hand(s) and arm(s) in any direction, especially upward in placing or retrieving objects.
- **Sitting** - To rest the body upright supported by the buttocks and thighs.
- **Standing** - To be upright supported by the buttocks and thighs.
- **Talking** - Expressing or exchanging ideas by means of the spoken word.
- **Walking** - Moving about on foot to accomplish tasks.
- **Seeing** - The ability to perceive the nature of objects by the eye. The important aspects of vision are:

- Clarity of vision at 20 inches or less.
- Clarity of vision at 20 feet or more.
- The ability to judge distance and space relationships.
- The ability to identify and distinguish colors.

**Other Requirements:**

- Ability to respond to and restrain aggressive assaultive patients.

**Supervision/Contacts:**

- Receives supervision from DPS Personnel, Charge Nurses, Clinical Managers, and or RN's in assigned area.
- Daily contact with hospital employees and management.
- Daily contact with visitors; occasional contact with outside vendors.

**Environment/Hazards:**

- Work involves intermittent to occasional exposure to unpleasant working conditions or undesirable elements; may involve some contact with potentially hazardous or harmful elements in providing administrative or support services.
  - Exposure to Toxic caustic chemical detergents
  - Exposure to potential electrical shock
  - Exposure to high pitched noises
  - Exposure to Communicable diseases
  - Exposure to blood and bodily fluids
- Employee is subject to inside and occasional outside environmental conditions. Protection from weather conditions but not necessarily from temperature changes when inside.

**Tools and Equipment Used:**

Personal computer, Fax machine, Telephone, Computer Printers, Calculator, Copier, Pens, Pencils, Reference Books, Safety Glasses, Mask/Respirator, Gloves, Automobile, and Electrical and Non-Electrical Patient Care Equipment.