



## Position Description

**INDEX NUMBER:** 125.31.10

**DATE INITIATED:** 1/1/87

**DATE REVISED:** 3/18/10

### IDENTIFICATION:

Title: LPN

Department: Sanctuary

Reports To: CNO (Chief Nursing Officer)

**Position Status:** Hourly  Exempt  Non-Exempt

### POSITION SUMMARY

Provides nursing intervention(s) to improve and maintain the emotional and physical health of the psychiatric and chemical dependency patient(s). Performs nursing care activities under the supervision and/or direction of the program directors, Charge Nurse, or staff nurse. Participates in the milieu therapy program under the supervision of a Registered Nurse.

### DUTIES & RESPONSIBILITIES:

1. Identifies normal versus abnormal physical issues of patients and supports assessment with appropriate documentation when indicated. Immediate verbal report.
2. Recognizes verbal and non-verbal communication problems of patients.
3. Makes regular rounds of patients assigned to him/her. Recognizes change in patient physical and emotional status, and reports appropriate information to the staff nurse assigned to that group of patients.
4. Assesses physical, mental, emotional, and spiritual needs of the patient. Delivers appropriate nursing intervention.
5. Demonstrates an understanding of the purpose of medication in treatment and assesses the patient for anticipated actions, contraindications, and side-effects.
6. Assesses social, economic, and environmental factors that affect patient's health and well-being.
7. Assesses patients' weaknesses, strengths, and coping patterns. Ascertains appropriate level of assistance/support required by patients.
8. Orients the patient and family to the milieu regarding expectations and restrictions of the program and scheduled activities within eight hours of admission or as soon as feasible.
9. Provides information regarding patient behavior and patient interactions to the RN in a timely manner and documents same.
10. Participates in the revision of the treatment plan based on observations of the patients' progress and goal achievement.
11. Assists the RN in carrying out the plan of care.
12. Administers personal hygiene, simple therapeutic measures, and nursing care as directed and according to Hospital policy.
13. Administers IM S.Q., and P.O. medications as ordered. Documents medication therapy and maintains appropriate records pertaining to controlled substances.
14. Participates in providing a safe environment for patients and others. Sets limits and restrictions in a considerate and humane manner.
15. Protects patients' privacy and patients' rights.
16. Meets goal of specific interaction with each patient as assigned daily.
17. Under the supervision of the RN, participates as a member of the team in community meetings, didactic groups, group therapy, and family meetings.
18. Seeks help in problematic situations and follows instructions given by the RN.
19. Transcribes or assists with the transcription of physicians' orders.
20. Provides for the patients' health education needs. Teaches patients communication and interpersonal skills and value clarification according to the learner's level of understanding.
21. Documents pertinent information regarding patient participation and involvement in the therapeutic milieu.
22. Updates the physician and interdisciplinary team regarding patients' current and potential problems with proper documentation and terminology.
23. Participates in ongoing evaluation of the therapeutic milieu and reports to the RN.

24. Evaluates patients' response and reaction (if any) to medications administered; informs the RN and documents the same.
25. Evaluates outcomes of the interventions and records patient response in the patients' records.

**QUALIFICATIONS**

1. Current licensure to practice Practical Nursing in the state of Washington.
2. Graduation from a state accredited, licensed Practical Nursing program.
3. Previous experience in the mental health field or equivalent education/academic preparation required.
4. Must be currently certified in CPR and re-certified annually.

**LCCH HOSPITAL STANDARDS**

1. Provides information and services that enhance others ability to acquire what they need in order to complete the task at hand. Shares information both when requested and when anticipating someone might have a need.
2. Is present and punctual for assigned work days, in compliance with the LCCH policy on attendance.
3. Collaborates willingly with others to meet goals (e.g. pitches in to help even when someone else is responsible for the job).
4. Participates openly and honestly, sharing opinions, knowledge and experience.
5. Addresses concerns of those impacted by a change or decision before taking action.
6. Complies with all LCCH policies and procedures.
7. Attends annual mandated in-services and maintains documentation of attendance.
8. Maintains and upgrades professional and technical competency in area of practice (through in-services, reading, continuing education or other methods and maintains documentation.
9. Maintains confidentiality of patient, customer and co-worker information.
10. Consistently maintains a calm and pleasant tone and appropriate demeanor with others.
11. Is attentive to others needs, concerns and ideas. Asks questions and summarizes to confirm understanding.
12. Addresses conflicts directly and promptly, focusing on problem-solving and a positive outcome. Does not blame or complain to others.
13. Values individuals and their diversity by creating and supporting a climate for success, as evidenced in peer feedback or self-reporting.
14. Consistently demonstrates flexibility by meeting the changing needs of the customer.
15. Manages time effectively to meet deadlines and commitments.
16. Proposes ideas for solving problems, improving processes or providing new services.
17. Demonstrates fiscal stewardship in the use of hospital resources

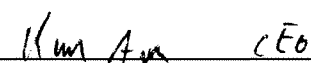
**DISCLAIMER STATEMENT**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified, nor do they address the performance standards that must be maintained.

**REVIEWED BY**

  
 \_\_\_\_\_  
 (Signature and title)

**ADMINISTRATIVE APPROVAL**

  
 \_\_\_\_\_  
 (Signature and title)

**EMPLOYEE:**

I have read and understand the duties and responsibilities of this position. I have reviewed and agree to the contents of this position description and I am able to perform the job functions and meet the physical requirements without restriction(s):

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date



# PHYSICAL REQUIREMENTS ANALYSIS

Department: Sanctuary

Job Title: LPN

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Mark all responses using the following codes:

**N** = Never

**O** = Occasionally, represents 1 to 33% or 1 to 2 hour of an 8-hour workday

**F** = Frequently, represents 34 to 66% or 2.5 to 5.5 hours of an 8-hour workday

**C** = Continuously, represents 67 to 100% or 6 to 8 hours of an 8-hour workday

N	O	F	C	PHYSICAL ACTIVITY
		X		Walking
		X		Sitting/Standing
		X		Reaching: Shoulder height
		X		Above shoulder height
		X		Below shoulder height
		X		Climbing
		X		Pulling/Pushing: 25 pounds or less
		X		25 to 50 pounds
	X			Over 50 pounds
	X			Lifting: 25 pounds or less
	X			25 to 50 pounds
X				Over 50 pounds
		X		Carrying: 25 pounds or less
	X			25 to 50 pounds
	X			Over 50 pounds
	X			Crawling/Kneeling
		X		Bending/Stooping/Crouching
	X			Twisting/Turning
		X		Repetitive Movement

**PHYSICAL EXPOSURE:** (mark where applicable with "X")

Unprotected heights \_\_\_\_\_

Lighting: Bright \_\_\_\_\_

Dim \_\_\_\_\_

Mechanical hazards   X  

Hazardous substances   X  

Infectious diseases   X  

Harmful physical agents:

Heat/Cold \_\_\_\_\_  
Noise \_\_\_\_\_  
Ionizing/non-ionizing radiation   not likely  

**ACCEPTABLE MINIMUM PHYSICAL ABILITY:**

\_\_\_\_\_ Good                        x   Correctable                      \_\_\_\_\_ Blind  
  x   Normal                      \_\_\_\_\_ Impaired  
  x   Normal                      \_\_\_\_\_ Moderate Loss                      \_\_\_\_\_ Deaf  
  x   Good                      \_\_\_\_\_ Fair                      \_\_\_\_\_ Fair  
  x   Good                      \_\_\_\_\_ Fair                      \_\_\_\_\_ Mute

**Vision**  
**Color Vision**  
**Hearing**  
**Manual Dexterity**  
**Talking/Speech**