

HAWAII HEALTH SYSTEMS CORPORATION

Job Description

Licensed Practical Nurse

(Position Description, Class Specification & Minimum Qualification Requirements)

Entry Level Work	HE-06	6.773
Full Performance Work	HE-08	6.775

Function and Location

This position works in a nursing unit of a hospital, clinic or long term care facility and is responsible for independently performing the full range of practical nursing care and related technical work. The position may work on rotating shifts and in a variety of care units (e.g., medical, surgical, OB/GYN, ICU/CCU, ER, SNF, ICF, etc.).

Key Duties and Responsibilities

1. Prepare and administer prescribed selected medications (e.g., oral, rectal, inhalation, subcutaneous, intramuscular, prepared intravenous drips, ear, nose, eye, topical, and vaginal) and record time and amount administered on patient's charts; observe patients for reactions to medication; document observations and report changes to supervisor.
2. Add prepared bottles of intravenous fluid, monitor the rate of flow, keep flow at the prescribed rate, and discontinue the fluid, as directed.
3. Administer treatments, including tube feedings/gavage feedings or other types of feedings; oxygen; respiratory treatments; tracheostomy care and suctioning, etc., as ordered by the physician.
4. Perform procedures such as nasogastric tube insertions, aspirations, irrigations and removal of nasogastric tube.
5. Apply packs (cold, hot, wet, dry); give enemas (cleansing, cooling, retention); irrigate (vaginal, colostomy, ear, eye throat); catheterize patients using aseptic techniques; care for patients with indwelling urinary catheters; clean wounds and apply various dressings and compresses.
6. Give immunizations.
7. Perform patient care duties and/or treatment based on specific patient needs, including but not limited to age, medical condition, and/or developmental status.
8. Perform and/or assist physicians with various diagnostic tests and treatment procedures.

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9. Observe patient's appearance and behavior, signs and symptoms, and monitor vital signs (temperature, blood pressure, pulse, and respiration) with special emphasis on patients whose conditions are unstable, and report observations to supervisors. Document findings and report significant changes to supervisor based on knowledge of patients' specific condition.
10. Document patient assessments and interventions, and patient outcomes in the patient's chart in accordance with hospital policy.
11. Assist in the formulation, re-evaluation and adjustment of nursing care plans to meet physical, mental, emotional and spiritual needs of each patient.
12. Adhere to safety/infection control policies and procedures. Report unsafe equipment.
13. Maintain a clean, well-stocked, safe environment for patients and staff. Keep patient care and utility areas neat and clean.
14. Communicate and interact with patients and families in a positive and courteous manner.
15. Use the principles of growth and development to assess each patient's age-specific needs and provide age-specific treatment and care.
16. Maintain the strictest confidentiality of all facility and facility-related employee information.
17. May serve as charge nurse on the evening and night shift under the guidance of an RPN.

Other Duties

In addition to the key duties and responsibilities, this position may be assigned to:

Participate in the orientation and continuous teaching program for patients and their families, including methods to promote health and recovery, such as self care, proper eating habits, body mechanics, rest, isolation precautions and rehabilitative measures; bathe and feed patients and help them into and out of bed/wheelchair, etc.; prepare patient for treatment and/or surgery; transport patients to and from Admissions Office, Surgery, x-ray, etc.; measure and record

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intake and output; collect specimens (e.g., sputum, urine, feces); apply ice bags and hot water bottles and administer alcohol rubs and massages; sterilize equipment and supplies using germicides, sterilizer, or autoclave; assist in the admission, transfer and discharge of patients; participate in the hospital's Quality Improvement process; attend and participate in training programs to keep abreast of current practices, policies, procedures, etc.; serve on hospital or nursing committees and participate in committee evaluation processes; and perform other related duties as assigned.

Knowledge and Abilities used in Performing Key Duties at the Full Performance Level

Demonstrated proficiency in the application of all of the knowledge and abilities, specified below for the Full Performance level, in providing the full range of services to a caseload of patients, independently. Knowledge of the policies, procedures and work rules of the work site.

Controls Exercised over the Work

A Registered Professional Nurse provides supervision to the position.

Instructions Provided: Entry level employees are provided specific and detailed instructions; full performance employees receive assignments daily and perform work independently in conformance with established policies and procedures; however, specific instructions or immediate supervision is provided in cases requiring advanced and/or specialized treatments and procedures.

Assistance Provided: Entry level employees are provided close guidance in performing tasks; full performance employees perform work independently, receiving specific guidance only in new, unusual, or emergency situations.

Review of Work: Entry level employees receive close and frequent review of work performed; the work of full performance employees is reviewed periodically to ensure that acceptable practices are followed.

Prerequisite Qualifications Required for Entry Level

Knowledge of: the nursing process; body structure and function; principles of asepsis; universal precautions; infection control; principles of administering medications; patient preparation for prescribed treatments and procedures; data-gathering techniques;

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interpersonal communication skills; alternative methods of communication for patients with special needs; environmental and patient safety; patient rights; individualization of care, including religious, cultural and developmental influences; patient age groups and the developmental process characteristic of these age groups; team participation in care planning and evaluations; therapeutic and life-saving procedures; specialized equipment; maintenance of optimal body functioning and prevention of complications; principles of body mechanics and assistive devices; comfort measures; obvious signs of emotional and mental health problems; chemical dependency; adaptive and maladaptive behavior; sensory deprivation and overload; abusive and self destructive behavior; concepts of wellness; reproduction and human sexuality; birthing and parenting; and growth and development, including dying and death.

Ability to: Apply practical nursing principles and practices; read, write, speak, understand and communicate effectively with others in English; maintain records and prepare reports; respond quickly and take appropriate action in emergencies; follow oral and written instructions; establish and maintain effective relationships with other staff, patients and others.

License: Valid license with the State of Hawaii as a practical nurse at the time of appointment.

Education/Specialized Training: As required to apply for a State of Hawaii license as a practical nurse.

Certification Required: Basic Life Support (BLS) for Healthcare Workers must be obtained within six (6) months of employment.

Physical Requirements: All employees must be physically able to perform the essential duties of the position. The following physical, sensory and mental requirements are generally stated and are not necessarily descriptive of any one position in this class.

Physical			
Requirement	Occasional	Frequent	Comments/Related Job Duty
Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Charting, talking to patients.
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Feeding patients.
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Move from room to room responding to calls from patients.
Bend	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reposition patient, perform CPR, lift/move patient.

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Squat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All involved in giving patient care.
Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In case of fire.
Climb	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Climb on bed to reposition patient.
Reach Above Head	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hang IVs, to reach things in medication closet, to do certain treatments (Handling IV equipment, Levine tube feeding, etc.)

Physical (continued)

Requirement	Occasional	Frequent	Comments/Related Job Duty
Can Lift Unassisted:			
up to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11 – 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Equipment ordinarily worked with.
21 – 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Transfer/lift patient, reposition patient, move equipment.
51 lbs. & over	never- should get assistance		
Can Carry Unassisted:			
up to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11 – 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Equipment ordinarily worked with.
21 – 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Transfer/lift patient, reposition patient, move equipment.
51 lbs. & over	never- should get assistance		
Grasping:			
Right Hand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Used in rendering daily patient care (to take blood pressure, pass medication), open bottles, handling equipment, documentation, performing treatment.
Left Hand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Used in rendering daily patient care (to take blood pressure, pass medication), open bottles, handling equipment, documentation, performing treatment.
Both Hands	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Perform CPR
Push/Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reposition patient, transfer patient from bed to chair, med carts, wheelchairs, gerichairs, moving beds, equipment.
Fine Manipulating:			
Right Hand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Perform treatments, give medications (IM, IV, eye drops).
Left Hand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Perform treatments, give medications (IM, IV, eye drops).
Both Hands	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Empty foley, insert catheter, draw up medication, change IV bottles, clean wounds, change patient dressing, manipulate equipment.
Exposure to Heights	<input type="checkbox"/>	<input type="checkbox"/>	N/a
Around Moving Machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Floor buffers are operated in patient care, work areas.

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Exposure to Dust, Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Works in and around areas with minor amounts of dust present, dust, chemicals, fumes from exterminating insecticides, etc.
Operate Foot	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Patient beds have foot locks, foot pedal operated bed pan flushers and hoppers.
Pedals:			
Right Foot	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Patient beds have foot locks, foot pedal operated bed pan flushers and hoppers.
Left Foot	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Patient beds have foot locks, foot pedal operated bed pan flushers and hoppers.
Both Feet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Patient beds have foot locks, foot pedal operated bed pan flushers and hoppers.
Exposure to Marked Changes in Temperature & Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Considerable work time in light & moderate work in temperatures above 80 degrees.
Drive a Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	N/a
Exposure to Sharp Instruments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Needles, scissors, scalpels, knives.
Write	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Write reports, documentation of observations and care rendered.

Sensory

Requirement	Comments/Related Job Duty
Can Distinguish Smells	Frequent-foul odors are often symptomatic of disease process or infection.
Can Distinguish Tastes	N/a
Can Hear:	
Normal Tones	Frequent-take telephone orders from physicians, patient call bells need to be heard from near and far distances.
Soft Tones	Hear sounds of lungs/hearts/bowels. Blood pressure readings, to take apical pulse.
Can Distinguish Temperatures By Touch/Proximity	Frequent-temperature of equipment touching patients, skin temperature evaluation, temperature of hot soaks, heating pad, ice packs, etc.
Eyesight:	
Normal/Corrected	Frequent-to observe patients and give normal nursing care, IV pumps.
Close Eye Work (reading small figures)	Frequent- to draw up medication, read labels/charts/orders. Detect differences in color of urine/blood/sputum. Read charts, diagnostic tests, blood pressure readings, calibrated measuring containers, etc.

Mental

Requirement	Comments/Related Job Duty
Can Read, Speak and Write (What language/s)	English-in order to read medical information concerning patient care, communicate to staff, patients and physicians.
Is Oriented with Reality	Necessary
Can control Emotions (temper, etc.)	Necessary
Has Positive Attitude toward the ill, the Handicapped and the Elderly	Necessary
Can Remember/Recall	Necessary
Able to Work with Controlled Substances (drugs)	Necessary-must dispense controlled substances.

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Can Handle Stress

Necessary-as it relates to both physical and mental.

Prerequisite Qualifications Required for the Full Performance Level

In addition to the Entry Level Qualifications Required of All Employees:

Experience and Essential Knowledge and Abilities: One (1) year of progressively responsible work experience in a hospital or similar health institution as a (1) licensed practical nurse, (2) licensed vocational nurse, or (3) registered professional nurse. Such work experience must have involved the performance of a variety of personal care, nursing care and related technical work for a caseload of patients and required and demonstrated possession of the knowledge of practical nursing principles and practices including patient age groups and the developmental process characteristic of these age groups; and the ability to apply them in providing care/treatment that is appropriate to the age, medical condition and/or developmental status of the patients served; and observe, record and report on the general and specific physical and mental conditions of the patients, and the signs and symptoms which may be indicative of significant changes in the condition of such patients.

Substitutions Allowed: Completion of a professional nursing curriculum from an accredited school substitutes for the experience required for the full performance level.

Desirable Qualifications: Possess an understanding of multiple cultures; and keep current in the field.