

GOOD SAMARITAN HOSPITAL ASSOCIATION  
HEART OF AMERICA MEDICAL CENTER  
HAALAND ESTATES

**MISSION STATEMENT**

*To deliver compassionate care by advancing the physical and spiritual well-being of the communities we serve through smart medicine and exceptional service.*

**VISION STATEMENT**

*To be the provider of choice for healthcare within our communities.*

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**JOB DESCRIPTION**

**JOB TITLE:** LPN III                      **NAME:** \_\_\_\_\_  
**Department:** Acute/Swing bed                      **Responsible to:** Acute/Swing bed DON

**QUALIFICATIONS:**

Graduate of an approved LPN program. LPN with a current North Dakota Licensure, IV Certification and BLS Certification required. Must possess good assessment, documentation, and communication skills. Must be able to function in a "Team Coordinator or Charge Nurse" capacity when necessary. Is able to assist in ER, on emergency Code Teams and with IV Outpatients. Has completed the IV Push course. Is able to work as Ward Clerk on the Acute floor. And/ Or: Has the above licensure and certifications and is both IV certified and can function in the Operating Room as a Scrub Nurse.

**JOB SUMMARY:**

- Participates in each phase of the nursing process in caring for the patients on Swing Bed and Acute Care.
- Responsible for planning, organizing, and providing direct care to assigned residents.
- Safely sets up, administers and monitors medications provided to patients in the Swing Bed and Acute Care setting.
- Demonstrates safe and competent IV therapy skills when indicated, including IV access and set-up/administration of IV therapy.
- Provides **supervision** and **support** to the CNAs and other staff members working under his/her team or charge as Team Coordinator and as licensed caregiver.
- Assists the PCC in critical situations in the ER, ICU, OR or Acute Care setting.
- Manages the care of his/her assigned patients on Acute/Swing Bed.
- Accurately and efficiently observes Physician orders using Order Entry system.
- Works as a "Team Coordinator", or is overseeing the care of the patient's on the Acute/Swing Bed floor when the PCC is in the ER.

**TYPICAL WORKING CONDITIONS:**

Work takes place on all areas of Acute Care and Swing Bed. Units are staffed 24 hours per day with RNs, LPNs, CNAs and Ward Clerks. Team members are involved in management and/or delivery of care to newborn, pediatric, adolescent, adult, and/or geriatric patients.

## **TYPICAL PHYSICAL DEMANDS:**

Requires full range of body motion including handling and lifting patients, manual and finger dexterity, and eye-hand coordination. Requires standing and walking for extensive periods of time. Occasionally lifts and carries items weighing up to 50 pounds. Requires corrected vision and hearing to normal range. Requires working under stressful conditions or working irregular hours. Requires some exposure to communicable diseases or bodily fluids. Must be able to distinguish letters, symbols, and colors.

## **RESPONSIBILITIES:**

- I. Hardwiring Excellence – responsible to know and adhere to evidence based leadership to achieve excellence.**
  1. Standards of Behavior
    - a. Adheres to HAMC’s Standards of Behavior and shows an effort towards continuous improvement of personal performance in all areas.
  2. Key Words at Key Times – AIDET
    - a. Incorporates AIDET and keywords into daily attitudes and actions.
  3. Good communication with subordinates and peers
  4. Shows initiative and follow-through in work projects.
  5. Values and pursues professional education and self improvement
  
- II. Professional attitude, leadership role and team member abilities. Maintains a positive professional role throughout the facility and community.**

STANDARDS:

  1. Exhibits a positive professional approach when dealing with the public and demonstrates solution oriented involvement with problems of the facility, staff and patients.
  2. Shows Respect to Co-Workers by:
    - a. Being on time for report and completing tasks in a timely manner
    - b. Focuses on work duties while at work and deals with personal issues/tasks (ie: phone calls and tasks) during break time.
    - c. Informs co-workers if leaving the work area and where you are going
  3. Good communication with subordinates and peers
  4. Shows initiative and follow-through in work projects.
  5. Values and pursues professional education and self improvement.
  6. Timeliness of reports, i.e. evaluations, CQI reporting.
  
- III. Accountability for Safety**

STANDARDS:

  1. Familiarizes self with and adheres to all facility and department safety policies and procedures.
  2. Completes all required annual safety training.
  3. Supports and implements safety into all job responsibilities regarding self, other employees, residents/patients and visitors.

4. Reports safety violations (or unsafe observances) to supervisor and/or department head immediately.
5. Promotes a culture of safety to improve employee safety.

**IV. Safeguarding the privacy and security of protected health information (PHI) in any form including electronic, written or oral.**

**STANDARDS:**

1. Responsible for safeguarding any PHI or EPHI seen, used or disclosed during this positions normal job functions as stated in the above job responsibilities based on the HIPAA privacy and security policies and procedures
2. Responsible to conduct any oral discussions of PHI with other staff or with patients and family members in a manner that limits the possibility of inadvertent disclosures.
3. Responsible for maintaining strict confidentiality with any unintentional access to PHI whether written, electronic or oral.
4. Responsible for reporting suspected violations of the safeguarding of PHI or EPHI by any GSHA employee or business associate.
5. Responsible to ensure the use or disclosure of PHI or EPHI that is **not routinely available** to this position must be coordinated with the HIPAA Privacy Officer, Security Officer or designees.

**V. Job Responsibilities**

**1. Leadership/Professionalism- Maintains a positive professional image throughout the facility and community.**

**STANDARDS:**

- a. Displays and promotes professional behavior, reflecting a positive attitude, promoting cooperation , teamwork, and morale.
- b. Demonstrates ability to problem-solve, including sound judgment.
- c. Promotes teamwork.
- d. Maintains professional confidence concerning patient and staff information.
- e. Maintains communication with Director of Nursing and/or Acute/Swing Bed Coordinator, regarding departmental concerns, needs, and problems. Carries out directives in a positive manner and is responsible for follow-up.
- f. Exhibits a positive professional approach when dealing with the public, and demonstrates solution-oriented approaches to problems within the facility, staff and patients.
- g. Participates in the development of policies and procedures.
- h. Assist with orientation of new professional and non-professional personnel
- i. Demonstrates positive communication with subordinates, peers, and the public, promoting harmonious relationships and positive attitudes with nursing and other facility departments and the medical staff.
- j. Documents accurately and thoroughly on the ClinDoc Computerized Medical Record assuring all Tasks and Care Plan updates are completed.
- k. Admits patients to the Acute/Swing Bed unit and completes all Admission forms accurately and timely.
- l. Is knowledgeable and contributes professionally in CQI as applicable.
  1. Assists with chart review as assigned
  2. Performs discharge calls as assigned and during down time.
    - a. Deals with patient issues noted from the calls, or refers to the appropriate person as necessary
    - b. Complete discharge call form

- c. Assist with data collection from the discharge calls

**2. Responsible to assess, plan, implement, and evaluate care provided to assigned patients/residents.**

**STANDARDS:**

- a. Provides guidance for staff working with them.
- b. Provides input for staff education.
- c. Communicates with nursing personnel in an organized manner while prioritizing and coordinating patient's needs.
- d. Reports pertinent information at change of shift report.
- e. Reports changes or concerns regarding patient's status to the MD, Patient Care Coordinator (PCC), DON, and family as indicated.
- f. Follows the appropriate line of authority.
- g. Displays considerate and appropriate communication techniques with patients and their families/significant others.
- h. Assist medical staff with rounds and procedures, providing them with accurate data regarding patient status.
- i. Participates in care conferences, committee meetings, or QA activities as assigned.
- j. Collaborates in the development of policies and procedures.
- k. Assists with patient cares as needed on the Acute/Swing Bed floor.
- l. Answers call lights and alarms in a timely manner.
- m. Reviews Physician's orders and assures completion
- n. Communicates with other departments as necessary regarding patient needs and issues.
- o. Documents accurately and thoroughly on ClinDoc computer documentation.
- p. Provides oral and topical and IV medication therapy as needed to assigned patients.
- q. Knowledgeable in the care of PICC lines, Central Lines, maintaining Port-a-caths, tube feedings and other lines as assigned
- r. Accurately observes Physician's order using Order entry system and transcribes orders onto the Kardex.
- s. Manages the care of their assigned patients, and may oversee the Acute/Swing Bed floor, under the direction of the PCC, when the PCC is in the ER.
- t. Assigns duties to C.N.A.'s using fairness and good judgment.
- u. Assists the PCC in critical situations.
- v. Works as Team Coordinator (charge) on the Acute/Swing Bed floor when needed.
- w. Makes rounds with the Physician, providing necessary information and obtaining necessary orders depending on the patient's condition.
- x. Assists the Physician with procedures and treatments as needed using sterile technique as necessary.
- y. Performs hourly rounding on all assigned patients to assure patients safety, that all the patient's needs are met and to provide excellent patient care (ie; pain, positioning, and bathroom)

**3. Demonstrates proper use of technical and assessment skills in the delivery of patient care.**

**STANDARDS:**

- a. Accurately assesses patients and intervenes appropriately, focusing on physical,

- psychosocial, and spiritual needs.
- b. Documents accurately and thoroughly (using Clin Doc) regarding patient changes, medication changes, or problems incurred.
  - c. Notifies appropriate family and staff (including MD) when patient's condition warrants.
  - d. Admits new patients, including completion of all paperwork, as assigned.
  - e. Performs Swing Bed weekly assessments as assigned. Completes a comprehensive nursing assessment, skin assessment, falls risk assessment, bowel and bladder, ADL, wound and pain assessment as required and updates care plan as indicated.
  - f. Performs acute assessments as assigned assuring all areas of ClinDoc are completed, to include: Vitals, I&O, Assessments, Progress Notes, all forms, Tasks and Care Plan.
- 4. Is knowledgeable regarding use of medical equipment and safety factors as appropriate. Asks questions when unsure. Refers to Procedure manuals.**
- 5. Provides wound care and other ordered care to their assigned patients, and documents the care appropriately.**
- 6. Safely sets up, administers and monitors medications provided to patients/residents in the Acute/Swing Bed Care setting.**
- STANDARDS:
- a. Accurately administers medications following the six rights by the following routes:
    1. Oral
    2. Rectal
    3. Sublingual
    4. Topical
    5. Ophthalmic
    6. Otic
    7. Subcutaneous
    8. Intramuscular
    9. Intradermal
    10. Vaginal
    11. Inhalation
    12. Intravenous
  - b. Verbalizes knowledge of medications administered and desired drug effects.
  - c. Demonstrates knowledge regarding the patient's general health and the condition that the medication is prescribed to treat or prevent.
  - d. Verbalizes knowledge of adverse reactions, drug/drug interactions and drug/food reactions.
  - e. Provides education to patient re: use of medications as indicated and self-administration of medications upon discharge.
  - f. Administers medications and therapies in accordance with facility policies and procedures.
  - g. Follows governmental regulations for administering and storing medications, including narcotics.
  - h. Makes decisions concerning the administration of medication for comfort or bowel protocol and documents the effect of the medication, using the 1-5 Pain scale, on the O-MAR.
  - i. Makes medication schedule adjustments correctly in regard to patient needs or drug

manufacturer specifications.

- j. Respects patient/resident rights, including the right to refuse medication/treatment and the right to be informed of the consequences of that refusal.
- k. Administers medications and treatments in the proper setting, respecting the patient's right to privacy.
- l. Maintains accurate and complete documentation for medications administered.
- m. Keeps medication room and nurse servers locked, safe, clean and orderly.
- n. Responsible for receiving and counting medications, including narcotics.
- o. Disposes of medications that have previously been discontinued, following facility policy.
- p. Knowledgeable of the use and care of Central Lines, PICC lines and Port- a-caths. (Does not access port-a- cath)

**V. Participates in self improvement activities, meetings, and in-services**

STANDARDS:

- 1. Attends at least 6 of 12 IDM in-service education and meetings as assigned.
- 2. Completes annual Healthcare Academy assigned courses on the network, updating self on safety, infection control and back safety,
- 3. Attends other mandatory meetings as assigned
- 4. Supports Heart of America Medical Center mission, maintaining a patient focused emphasis.
- 5. Is knowledgeable and contributes professionally in CQI as applicable.
- 6. Verifies competencies in geriatrics, adult, pediatrics and neonates yearly.

**VI. Displays positive teambuilding at all times**

STANDARDS:

- 1. Follows Acute/Swing Bed teambuilding standards and encourages others to do the same.
- 2. Exhibits solution-oriented involvement in dealing with problems of the facility, staff and patients.
- 3. Comes to Nursing Administration with concerns and solutions.
- 4. Willingly assists other members of the team and is supportive and complimentary of their efforts.
- 5. Displays a positive attitude, promotes cooperation and positive morale among all staff.

**TO BE COMPLETED BY EMPLOYEE:**

"I have read and understand my job description".

Signed \_\_\_\_\_ Dated \_\_\_\_\_

**REVISED/REVIEWED:** Revised 1/31/2013 (Use Only One & Include Date)

*NOTE – Update Annually in Network Folder and with Employee. Best to complete employee's during annual evaluation and forward to Human Resources for filing.*