



## JOB DESCRIPTION

**TITLE:** LPN  
**DEPARTMENT:** Nursing  
**REPORTS TO:** Director of Med-Surg  
**FLSA:** Non-Exempt

### SUMMARY OF JOB:

The LPN is responsible for the health and well-being of patients assigned to their care, and provides prescribed medical treatment and personal care services to patients by performing the following duties in accordance with Community Hospital's policies and procedures. Works under the direct supervision of the Registered Nurse (RN) and indirect supervision of the Director of Med-Surg.

### RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

1. Uphold Nursing "Code of Ethics" (ANA) standards.
2. Understands the Magnet Recognition Program.
3. The LPN will provide general patient care by:
  - a. Review the patient's chart becoming familiar with the orders for the patient including but not limited to medications, lab orders and results, radiology orders and results, activity, diet, consultation orders etc.
  - b. Is knowledgeable regarding discharge plan for patients.
  - c. Assures ancillary nursing services are completed on all patients. This includes am care (bathing, linens changed, fresh water, daily weights, etc.) or pm cares (face washed, teeth brushed, back rub, etc.)
  - d. Explains procedures and treatment to patient to allay apprehension verify understanding and gain cooperation.
  - e. Serves as a patient advocate by clarifying and confirming communications from hospital personnel.
  - f. Follows all Universal Precautions and Blood-borne Pathogen protocols as outlined by hospital policy.
  - g. Initiates Isolation precautions as appropriate for safety of patient, staff and visitors.
  - h. Assures needed supplies are available in the various nursing areas.
  - i. Provides for the emotional/physical comfort and safety of patients through participation in the development, implementation and revision of the nursing care plan.

- j. Responds to life saving situations based upon nursing standards, policies, procedures, and protocol within scope of practice.
  - k. Provides appropriate individualized teaching regarding medical/surgical condition, treatment, pertinent lab/x-ray results, medications, diet, pain management, and potential food, drug and herbal interactions.
  - l. Begins the shift by attending and receiving report from the staff who have worked the proceeding shift. Asks questions for clarification of the staff that have been caring for the patient.
4. The documentation of patient information will be completed by:
    - a. Documents LPN data collection findings in patient record.
    - b. Reviews chart to verify medication orders, lab requests, radiology orders; consults, etc. are properly transcribed and have been accurately ordered.
    - c. Verifies and notes medical providers' orders.
    - d. Completes appropriate paper work on new admissions including signed consents, complete history, patient belongings clearly documented, and orientation to room and nursing floor routine, works in collaboration with RN to determine and initiate appropriate plan of care.
    - e. Gives a patient report to the oncoming shift that includes; patient identifiers, diagnosis/surgical procedure(s) and date, pertinent treatments, mental status, diet, activity, ability, abnormal assessment findings, skin issues, pain management, safety issues, significant events and plan/goals.
    - f. Assures timely, accurate and complete documentation in patient record.
    - g. Insures that timely, accurate, and complete billable supply charges are placed on patient charge sheet located in patient room.
  5. Medication administration will be completed by:
    - a. Reviews Medication Administration Record to plan shift related to when medications are due for assigned patients.
    - b. Administers prescribed medications and treatments in accordance with approved nursing techniques within scope of practice.
    - c. Observes patients for therapeutic and/or adverse reactions to medications or treatment. Reports adverse reactions to medical provided responsible for patient.
    - d. Assures accurate narcotic count and resolves discrepancy before leaving shift.
    - e. Waste narcotics immediately with second nurse to prevent diversion activity.
  6. The patient will be evaluated:
    - a. At the beginning of the shift perform a complete physical head to toe review of systems on each assigned patient. Notes any changes in patient condition, notifying the RN, Charge RN, Medical provider of changes as necessary. (Including vital signs, weights etc. that may have been performed by ancillary staff.)
    - b. Evaluate patient's room for safety issues or needed equipment such as bedside commode, riser on toilet, water glass, holder for dentures or glasses, etc.
    - c. Follows Nursing Care plan including patient education plan.
  7. The LPN will collaborate with the staff by:
    - a. Shares knowledge with other staff and students as appropriate. Assists with the orientation and education of staff and students.
    - b. Demonstrates ability to use critical thinking skills by evaluating situation and knowing how decision making will impact patient, family, staff and others involved in patient care, including how these decisions will impact oncoming shift.
  8. The nursing unit is maintained by:

- a. Prepares equipment, supplies and aids physician or mid-level provider during treatment and examination of patient.
- b. Reports malfunctioning equipment and files work order to assure proper operation.
- c. Participates in maintaining an organized, clean department and safe work environment.
- d. Supports an environment conducive to professional practice by functioning as a role model and resource person.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High school diploma or equivalent and current Colorado licensure as an LPN required. Completion of an IV certification program.

**CERTIFICATES/LICENSES:**

Current LPN License (Colorado)  
Current BLS Certification

**LANGUAGE SKILLS:**

Must be able to speak, read and write English. Ability to read and interpret documents such as physician orders, medical charts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, patients, patient's family and other employees of organization. Able to work in a team-oriented environment.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**INTERPERSONAL SKILLS:**

Demonstrates exceptional customer service skills using the "Whatever It Takes" philosophy; builds relationships and proactively respects others. Requires adaptability with regular interpersonal contact.

**DECISION MAKING ABILITY:**

Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with a manager.

**ANALYTICAL ABILITY:**

Apply basic business or technical principles to routine and moderately complex problems. Concentrates and pays close attention to detail.

**COMPUTER SKILLS:**

To perform this job successfully, an individual should be computer-literate and have working knowledge of Microsoft Office applications.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; have manual dexterity; handle or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

**GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:**

Attends annual compliance and privacy training.

Responsible for complying with all federal, state and local rules and regulations.

Must comply with the Code of Conduct Guide.

Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.

Reports any conflict of interest or relationship immediately.

**HIPAA:**

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

**Final Section** I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.



## JOB DESCRIPTION

**TITLE:** Staff Nurse I  
**DEPARTMENT:** Medical-Surgical Unit  
**REPORTS TO:** Director – Inpatient Services  
**FLSA:** Non-Exempt

### SUMMARY OF JOB:

The Registered Nurse is responsible for the ongoing assessment, health and well-being of patients assigned to their care. Utilizes critical thinking and decision making skills to supervise nursing staff (LPN, Nurse Aides, Unit Clerks, Students, etc.) on his or her shift. The Registered Nurse provides medical/surgical and emergency nursing care to patients by performing the following duties in accordance with Community Hospital policies and procedures. The Registered Nurse works under the direct supervision of the Charge Nurse during their assigned shift. The Registered Nurse is also supervised by the Nursing Department Directors related to their scope of responsibility.

### RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

1. Uphold Nursing “Code of Ethics” (ANA)
2. The Registered Nurse will provide general patient care by:
  - a. The Registered Nurse will review the patient’s chart becoming familiar with the orders for the patient including but not limited to medications, lab orders and results, radiology orders and results, activity, diet, consultation orders etc and utilize these tools to provide initial and ongoing patient assessment and care planning activities.
  - b. Is knowledgeable regarding discharge plan for patients.
  - c. Assures basic patient care activities are completed on all patients. This includes am care (bathing, linens changed, fresh water, daily weights, etc.) or pm cares (face washed, teeth brushed, back rub, etc.)
  - d. Explains procedures, treatments to patient to allay apprehension, verify understanding and gain cooperation.
  - e. Explains procedure, treatment and medication delays to patients and families as soon as possible after notification of delay.
  - f. Serves as a patient advocate by clarifying and confirming communications from hospital personnel.

- g. Follows all Universal Precautions and Blood-borne Pathogen protocols as outlined by hospital policy.
    - h. Initiates Isolation precautions as appropriate for safety of patient, staff and visitors.
    - i. Assures needed supplies are available in the various nursing areas.
    - j. Provides for the emotional/physical comfort and safety of patients through the development, implementation, and revision of the nursing care plan.
    - k. Responds to life saving situations based upon nursing standards, policies, procedures, and protocol.
    - l. Provides appropriate individualized teaching regarding medical/surgical condition, treatment, pertinent lab/x-ray results, medications, diet, pain management, and potential food, drug and herbal interactions.
    - m. Begins the shift by attending and receiving report from the staff who have worked the proceeding shift. Asks questions for clarification of the staff that have been caring for the patient
2. The documentation of patient information will be completed by
  - a. Documents patient assessment in patient chart. Especially notes any changes in condition, vital signs, weight, level of consciousness, etc.
  - b. Reviews chart to verify Medication orders, lab requests, radiology orders, consults, etc. are properly transcribed and have actually been ordered.
  - c. Verifies and notes medical providers' orders.
  - d. Completes and documents on new patient admission information including signed consents, complete history, complete admission assessment, completed health screenings, patient belongings list, orientation to room and nursing floor routine.
  - e. Utilizes admission and daily assessment data to initiate and update appropriate plan of care.
  - f. Gives a patient report to the oncoming shift that includes. Patient identifiers, diagnosis/surgical procedure(s) and date. Pertinent treatments, mental status, diet, activity, ability, abnormal assessment findings, skin issues, pain management, safety issues, significant events and plan/goals.
  - g. Assures timely, accurate and complete documentation in patient record.
  - h. Insures that timely, accurate, and complete billable supply charges are placed on patient charge sheet located in patient room.
3. Completes Medication Administration responsibilities as demonstrated by:
  - a. Review of Medication Administration Record to plan assigned patient medication and treatment administration times.
  - b. Administers prescribed medications and treatments in accordance with approved nursing techniques.
  - c. Observes patients for therapeutic and/or adverse reactions to medications or treatment. Reports adverse reactions to medical provider responsible for patient.
  - d. Assures accurate narcotic count and resolves discrepancy before leaving shift.
  - e. Wastes narcotics immediately or as soon as possible with a second nurse to prevent diversion activity.
4. The patient will be assessed by:
  - a. A visual assessment on each assigned patient will be performed within a minimum of one hour after receipt of report and a complete physical assessment will be performed on each assigned patient within a minimum of two hours after receipt of report during an assigned shift.

- b. Document any assessed changes in patient condition. Notify the Charge RN and medical provider of changes in patient condition as necessary. (Including vital signs, weights etc. that may have been performed by ancillary staff.)
  - c. Assess patient's room for safety issues or needed equipment such as bedside commode, riser on toilet, water glass, holder for dentures or glasses, etc.
  - d. Creates or follows Nursing Care plan including patient education plan.
  - e. Monitors the patient for any changes in condition. Maintains awareness of comfort and safety needs of patient. Reports any significant changes in patients' condition during the shift to the Charge RN and Medical Provider.
3. Other duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Associate's Degree from accredited Registered Nurse Program with at least six (6) months of patient care experience is preferred  
OR  
equivalent combination of education and experience.

**CERTIFICATES/LICENSES:**

Current, unrestricted licensure as a Registered Nurse in Colorado  
Current BLS  
ACLS (within 6 months of hire)

**LANGUAGE SKILLS:**

Must be able to speak, read and write English. Ability to read and interpret documents such as physician orders, medical charts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, patients, patient's family and other employees of organization. Able to work in a team-oriented environment.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**INTERPERSONAL SKILLS:**

Demonstrates exceptional customer service skills using the "Whatever It Takes" philosophy; builds relationships and proactively respects others. Requires adaptability with regular interpersonal contact.

**DECISION MAKING ABILITY:**

Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with a manager.

**ANALYTICAL ABILITY:**

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**GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:**

Attends annual compliance and privacy training.

Responsible for complying with all federal, state and local rules and regulations.

Must comply with the Code of Conduct Guide.

Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.

Reports any conflict of interest or relationship immediately.

**HIPAA:**

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

**Final Section** I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

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Employee Name & Signature

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Date

\_\_\_\_\_  
Supervisor Name & Signature

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Date