

LICENSED PRACTICAL NURSE

FUNCTION OF THE JOB

Under supervision, to administer nursing care to patients; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Administer medications to patients as prescribed, observes their reactions to drugs, and records response on patient's chart.
2. Performs procedures and treatments, as ordered by physician, including such things as the application of ace bandages, ointments and dressings, compresses, ice bags, and administering medicated drops, catheterizations, enemas, and oxygen, and records on patient's chart.
3. Participates in the assessment, planning, implementing and evaluating of nursing care given to patients.
4. Observes the patient's physical and mental condition and behavior for anything unusual and reports adverse reactions or symptoms to the registered nurse.
5. Takes patient's blood pressure, pulse oximeter, pulse and respiration and records on patient's chart.
6. May assist the nursing staff in the admission, transfer, or discharge of patients by documenting necessary information, taking blood pressure and temperature readings, and orienting the patient to their unit.
7. Assists the Registered Nurse by monitoring the completion of work assignments of the psychiatric technicians and provides general direction of the workload for their assigned unit.
8. Transports patients and directs visitors and other employees to safety in emergencies, such as fire or severe weather conditions.
9. Responsible to keep work area safe and clear of debris by keeping hallways, store rooms and nursing stations clean and tidy.
10. May lead patient groups in activities including group discussions, training in practical daily living skills, and the development of clear thought processes.
11. Encourages patients to attain and maintain independence in daily living, as appropriate.
12. Participates in educational training programs to remain current with changes in the nursing care field.
13. Maintains an effective working relationship with nursing staff, physicians, patients, and patient's family members.
14. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Considerable knowledge of the basic nursing care procedures used to provide physical and mental care to patients.
2. Considerable knowledge of the safe work practices and procedures used in a health care facility.
3. Working knowledge of the modern principles, practices and techniques used to assess, plan, implement, and evaluate nursing care.
4. Working knowledge of the diversified physical and psychological needs of patients.
5. Some knowledge of the legal aspects of nursing and how they relate to the patient.
6. Ability to respond appropriately to patient's physical and emotional needs in varied settings and crisis situations.
7. Ability to utilize electronic health record, word processing, database, and spreadsheet programs.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

8. Ability to plan, participate in, and evaluate nursing care.
9. Ability to meet the physical requirements of lifting patients, as well as the emotional requirements, including maintaining sensitivity to patient's needs.
10. Ability to effectively monitor the work of psychiatric technicians.
11. Ability to establish and maintain effective working relationships with staff, patients and patient's family members.
12. Ability to maintain detailed and accurate records and reports.

Training and Experience

1. Graduation from a recognized program in practical nursing.
2. Licensure for practical nursing in the State of Wisconsin.