

# Job Description

## Chase County Community Hospital – Chase County Medical Clinic

### Licensed Practical Nurse (LPN-C) – Specialty Clinic

**Job Code:** 154800

**Reports To:** Chief Nursing Officer (CNO)

**FLSA Status:** Non-Exempt

**Department:** Specialty Clinic

**Status:** Fulltime 32-40hr week

**Schedule:** M-F, fluctuating days/hours  
w/ every 6<sup>th</sup> weekend floor

- A. Summary:** Renders nursing care to patients in terms of individual needs, according to physician's orders, and in conformance with recognized nursing techniques and procedures, established standards and administrative policy. Evaluates plans and organizes the delivery of care to meet the needs and nursing requirements of each patient; designates care assignments according to staff performance capabilities, making efforts to match staff capabilities with patients' needs; and to maintain and promote good relationships between staff, patients and patients' families. Observes closely and reports symptoms and conditions of patients'; is responsible that accurate reports reflecting patients' condition, medication and treatment are maintained. Investigates and studies trends and developments in nursing services, and evaluates their adaptability to needs of this facility.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

1. Perform and document complete patient assessment upon admission and continue assessment and documentation throughout patients' day.
2. Initiate and maintain current nursing care plan for all patients; develop and institute oral and written guidelines regarding care and treatment of patients; including plans for patient and family teaching.
3. Assist physician with delivery of patient care skillfully and safely. Maintain acceptable communication with patients by listening and interpreting feed-back. Evaluate patient's care, and with necessary consultation, initiate teaching.
4. Provide comprehensive care in various areas of nursing specialties: Cardiac, Orthopedic, Outpatient, IV Therapy, and participate in CODE emergencies.
5. Coordinates patient services between departments within and outside the facility.
6. Participates in applicable quality improvement endeavors

#### **Other Responsibilities:**

- A. Maintain and organizes work assignments to provide for accurate and efficient work by all team members, delegating appropriate duties to team members.
- B. Keeps accurate records and maintains confidentiality of all privileged information
- C. Gives report to relief nurses.
- D. Secures adequate level of meds and supplies.
- E. Accepts duty rotation according to patients' needs and census as scheduled by the supervisor.
- F. Maintains and promotes good relationships between staff and patients and their families.
- G. Maintains acceptable communication with physicians and co-workers by listening and interpreting feed-back.
- H. Respects hospital equipment and report faulty operations to maintenance personnel at once.
- I. Keeps current on policies regarding staff performance and conduct.

- J.** Participates in specialty clinic meetings and in-service programs offered by the hospital to improve professional expertise and knowledge. Responsible to read all hospital communications.
- K.** Participates in orientation programs for self and new employees.
- L.** Maintains BLS, ACLS certification every 2 years.
- M.** Participates on CODE, fire, tornado, and mass casualty drills.
- N.** Submits incident/accident and med error reports in compliance with hospital policy.

### **Competency:**

To perform the job successfully, an individual should demonstrate the following competencies

**Analytical** - Synthesizes complex or diverse information; Uses intuition and experience to complement data; Designs work flows and procedures.**Design** - Demonstrates attention to detail.**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.**Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.**Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.**Interpersonal** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.**Team Work** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.**Written Communication** - Writes clearly and informatively; Able to read and interpret written information.**Change Management** - Builds commitment and overcomes resistance.**Delegation** - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.**Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Inspires respect and trust; Accepts feedback from others; Provides vision and inspiration to peers and subordinates; Gives appropriate recognition to others; Displays passion and optimism; Mobilizes others to fulfill the vision.**Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.**Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.**Visionary Leadership** - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.**Cost Consciousness** - Conserves organizational resources.**Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.**Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.**Organizational Support** - Follows policies and procedures; Supports organization's goals and values.**Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.**Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.**Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.**Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas;

Presents ideas and information in a manner that gets others' attention.**Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.**Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.**Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.**Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.

### **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/Experience:**

Associate's degree (A. A.) or equivalent from two-year College or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience. Chemotherapy Certifications and Professional proficiencies required.

### **Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **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.

### **Computer Skills:**

To perform this job successfully, an individual should have knowledge of Word Processing software and Database software.

### **Certificates and Licenses:**

1. Graduation from an accredited school of nursing and in possession of a current license to practice as a Licensed Practical Nurse in the State of Nebraska.
2. Maintenance of BLS every 2 years.
3. Maintenance of ACLS and may have chemotherapy administration certificate.
4. Completion of 20 hours of continuing education every two years.
5. Maintenance of all other mandatory certifications mandated by state or federal guidelines.
6. Complete Health Stream classes are required by Chase County Community Hospital.

**Supervisory Responsibilities:**

Directly supervises 1-2 employees in the Nursing Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

**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 wet or humid conditions (non-weather); work near moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions; risk of electrical shock and risk of radiation.

The noise level in the work environment is usually moderate.

**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.

The employee must regularly lift and /or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk; sit and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by all levels of management.

\_\_\_\_\_  
 Manager Date

\_\_\_\_\_  
 HR Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

\_\_\_\_\_  
 Employee Date