

## LICENSED PRACTICAL NURSE

### Position Summary

Under the limited supervision of a Nursing Supervisor, under the direction of the Nurse Clinician 2 (RN), this is objective-level licensed practical nursing work. The position is responsible for providing routine direct and indirect patient care for geriatric and/or disabled members at the Wisconsin Veterans Home at King (WVHK), working directly with members and families. The incumbent receives specific direction and assists professional-level healthcare providers in complex situations.

Nursing services are provided in accordance with the State Nurse Practice Act; American Nurses Association and Gerontological Nursing Standards; federal and state statutes and administrative rules; U.S. Veterans Affairs (VA) regulations; and the mission, philosophy, policies and procedures of the Wisconsin Department of Veterans Affairs (WDVA) and WVHK. The work is characterized by the technical knowledge of patient care, observation, treatments and medications. The incumbent is expected to meet specific technical nursing requirements and to make critical observations of members.

### Time %    Goals and Worker Activities

#### 65% A.    Provision of Direct Patient Care

- A1. Measure, administer and record medications as ordered by physicians or other authorized care professionals.
- A2. Answer members' calls and perform selected nursing procedures and treatments, appropriate to Practical Nurse licensure.
- A3. Observe and report to the RN or other authorized healthcare professionals and document each member's pertinent medical information.
- A4. Work with healthcare team and other care providers in evaluating, revising and updating a Total Plan of Care/Temporary Plan of Care.
- A5. Assist healthcare team in implementing each member's plan of care.
- A6. Establish and maintain therapeutic relationships with members and families, facilitating answers to questions/concerns.
- A7. Assist in obtaining lab specimens, ensuring the specimen is sent to the appropriate lab service within the time limits specified.
- A8. Provide basic direct patient care according to the Total Plan of Care.
- A9. Investigate and inform appropriate professional healthcare team staff of problems with members, incidents, or other unusual occurrences according to appropriate protocol and document on proper forms.
- A10. Recommend member room assignments and assist with planning for discharges in collaboration with other members of the healthcare team.

#### 25% B.    Performance of Recordkeeping and Administrative Duties

- B1. Assist RN with coordinating work of the healthcare care team on the unit to ensure quality provision of care.

- B2. Perform narcotic counts at the beginning of the shift and report any discrepancies to the RN and pharmacy.
- B3. Assist clerical staff and nursing staff in transcribing physicians' orders, completing documentation, and maintaining the accurate flow of information to the clinical record, other healthcare team staff, and to members and their families.
- B4. Participate in and/or conduct daily shift reports.
- B5. Use the computer to enter and retrieve data from designated programs.

**5% C. Participation in the Management of Indirect Care and Maintenance of an Assigned Unit and/or Building**

- C1. Assist the RN in monitoring the performance of direct and indirect nursing care duties by Nursing Assistant staff.
- C2. As directed, monitor the maintenance of equipment and supplies.
- C3. Maintain an adequate inventory of supplies to ensure availability of medications, treatment equipment, and other supplies.
- C4. Assist pharmacy with drug exchange.

**5% D. Participation in Activities which Facilitate the Development and Achievement of Work Unit and Overall Facility Goals and Objectives**

- D1. Establish and maintain working relationships with other staff and work units.
- D2. Participate in all mandatory in-service offerings and staff meetings.
- D3. Participate in bureau and facility committees.
- D4. Participate with colleagues in identifying and discussing ethical conflicts.
- D5. Advocate for members, particularly in self-determination, informed consent and treatment termination.
- D6. Assist with identification of nursing problems that lend themselves to research or quality assurance analysis; assist with investigation, data collection, evaluation, and resolution through appropriate channels.
- D7. Attend and participate in nursing-related education and professional development.
- D8. Upon request, provide input regarding the performance of other nursing staff.

**Special Requirements**

- Licensure as a practical nurse in the State of Wisconsin or Nurse Licensure Compact State
- Must work varying hours, varying shifts, and/or overtime shifts as required

## **Knowledge, Skills and Abilities**

1. knowledge of general patient care and basic nursing procedures
2. knowledge of symptoms, nursing care and services for a wide range of injuries and illnesses specific to geriatric and disabled members
3. knowledge of drug/medication properties, administration, interactions and side effects
4. knowledge of equipment, procedures, rules and regulations pertinent to nursing and long-term care
5. knowledge of LPN standards of practices as outlined in the State Nurse Practice Act
6. knowledge of WDVA and WVH policies, procedures, and technical manuals/instructions
7. knowledge of state and federal standards related to medications, treatments, chart documentation, and member rights
8. knowledge of safety and infection control practices and principles
9. knowledge of the rules and regulations governing patient rights and confidentiality, including the Health Insurance Portability and Accountability Act (HIPAA)
10. knowledge of patient observation techniques and monitoring procedures
11. knowledge of hazardous materials information and use of clinical sterilizing technique
12. knowledge of medical lab and sampling procedures
13. knowledge of medical terminology, with an emphasis on nursing terminology
14. skill in documentation and recordkeeping practices, including use of electronic technology
15. skill in first aid procedures
16. skill in verbal and written communication
17. skill in using team support strategies
18. skill in handling, fingering and feeling to perform palpations and provide medical treatments
19. ability to make patient observations
20. ability to move, reposition and transport members
21. ability to provide individualized guidance for members and participate in their plan of care
22. ability to perform technical nursing procedures
23. ability to discern emergency situations and follow appropriate member assistance protocols
24. ability to assemble and use medical equipment
25. ability to collect clinical data and maintain member medical charts and history records
26. ability to communicate technical information
27. ability to prepare members for tests, therapies, and/or treatments
28. ability to maintain hygiene, use special safety equipment and wear protective clothing.
29. ability to lift, carry, push, pull, carry and reach, to include pushing medication carts
30. ability to work standing, sitting, kneeling or stooping positions
31. ability to stand and/or walk, up to 75 percent of eight hour day to provide resident assessments

32. ability to concentrate on moderate and/or fine detail with frequent interruptions
33. Ability to meet performance expectations as outlined in the annual performance evaluation process and/or strategic initiatives.

**Environmental Conditions**

- Conditions are those normally found in a long term health care facility.
- The facility has a network of underground tunnels which connect various buildings and access to certain work areas.
- Exposure to cigarette smoke.