



**OFFICE OF STATE PERSONNEL**  
**BANDED POSITION DESCRIPTION FORM**



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Name of Employee	Present Classification Title <b>LPN</b>
BEACON Position Number	Usual Working Title of Position <b>LPN</b>
Department, University, Commission, or Agency <b>DHHS/DMH-DD-SAS</b>	Institution & Division <b>Cherry Hospital-DHHS</b>
Street Address, City and County <b>1401 West Ash Street, Goldsboro, Wayne County</b>	Section & Unit <b>Nursing Services</b>
Location of Workplace, Bldg. And Room Number <b>Cherry Hospital</b>	Supervisor's Position Title & Number <b>Clinical Manager</b>
Name of Immediate Supervisor	Rotating Shifts
Work Schedule ( <i>i.e. Mon-Fri, rotating shifts, etc.</i> ) <b>Rotating shifts. Reporting to work in adverse weather conditions is required.</b>	

**Primary Purpose of the Organizational Unit**

The Nursing Services Division insures a qualified staff provides patient care and nursing services on a continuous 24/ 7 basis. Identifies clinical operational needs; collaborates in the development, implementation and expansion of learning opportunities and skill development for all staff. The employee works within general policies and procedures, exercises considerable independent judgment to adapt and apply the guidelines to specific situations. Knowledge of regulatory standards, supervisory techniques, and personnel policies is required.

**Primary Purpose of Position:**

The Licensed Practical Nurse provides technical patient care to include preparing and administering medications and treatments and ensuring the medication room is in compliance with clinical standards of practice relating to storage and maintenance of medications. This nurse assists the Registered Nurse (RN) with patient/family education/teaching, treatments and discharge planning/teaching during the patient's hospital stay. The LPN assists in monitoring the supply of education materials and make suggestions for additional patient/family educational materials. Other direct care patient assignments are delegated by a RN.

This person is responsible for performing a variety of skilled health care activities relating to psychiatric as well as medical illness for patients and carries out structured interventions based on the comprehensive plan of care. This position requires working with psychiatric patients including those presenting aggressive behaviors. Work involves direct patient care contact on an assigned shift and is performed under the direction and supervision of a Registered Nurse. This person ensures that individualized needs are met regarding patient's age, cultural, physical, and mental limitations.

**Description of Work:** Describe the purpose of the job, and the major functions in which the employee participates or for which the employee is responsible. In the small left-hand column, indicate the percent of time the employee spends in each functional element. The percentage amounts should add up to 100%. In addition, please place an asterisk (\*) next to each essential duty/function. (Note: Typing space will expand as you type)

%	Essential responsibilities and duties may include, but are not limited to, the following list of duties. Additional duties usually performed by the Health Care Technician may be assigned by the Clinical Nurse Manager/designee.
<b>I.</b> <b>80%</b>	<p><b>DIRECT PATIENT CARE:</b></p> <p>A. Recognizes unusual patient responses and Life-threatening situations. Initiates medical and psychiatric emergency measures according to hospital policy and procedure.</p> <p>B. Medication Management:</p> <ol style="list-style-type: none"> <li>1. Prepares, administers and properly documents medications ensuring that facility policies and procedures are followed. Immediately notifies RN for any adverse reaction.</li> <li>2. Transcribes physician orders ensuring completeness and accuracy. Records medication/treatment orders on the MAR. Prepares required forms and route requests such as diet orders, lab work, x-ray, referrals, etc.</li> <li>3. Maintains controlled substances in accordance with pharmacy regulations and hospital policies and procedures.</li> <li>4. Maintains cleanliness, safety and security of Medication Rooms, which includes monitoring and disposal of deteriorated and expired medications according to established guidelines;</li> <li>5. Maintains drug security through surveillance and use of locks.</li> <li>6. Reports medication variances according to required hospital procedure.</li> </ol> <p>C. Performs and documents treatments (sterile dressings, collection of specimens etc.) as assigned by the RN.</p> <p>D. Provides direct patient care (feeding, bathing, dressing, transportation).</p> <p>E. Obtains and maintains laboratory specimens (stool, sputum, and urine). Completes laboratory requisitions, consultation and x-ray requests, and directs to proper destination.</p> <p>F. Provides patient/family education, including medication education for assigned patients and as directed by the RN. Documents actions and patient's response.</p> <p>G. Assists the RN in evaluating patient care. Documents and reports findings.</p> <p>H. Conducts patient groups on medications and basic health issues (nutrition, self-help skills-bathing dressing, feeding).</p> <p>I. With other staff, conducts structured patient groups/activities; such as Remotivation, Unit Orientation, Reality Orientation, etc.</p> <p>J. Follows and ensures compliance of established Infection Control guidelines.</p>
<b>II.</b> <b>15%</b>	<p><b>COMMUNICATION AND DOCUMENTATION:</b></p> <p>A. Communicates and documents patient information relative to all aspects of nursing care practices in accordance with guidelines established by Health Insurance Portability and Accountability Act (HIPPA) and hospital policies and procedures.</p> <p>B. Documents patient information on the appropriate client record, plan of care or other document(s). Documentation must:</p> <ol style="list-style-type: none"> <li>1. Accurately describes all aspects of nursing care including assessment, planning, implementation and evaluation.</li> <li>2. Be completed immediately, or soon after, patient care is given.</li> <li>3. Reflect the communication of information to other persons.</li> </ol> <p>C. Participates in shift reports with oncoming and off-going nursing staff.</p>

<b>III. 5%</b>	<p><b>COLLABORATING:</b></p> <p>A. Position involves communicating and working cooperatively in implementing the health care plan with individuals whose services may have a direct or indirect effect on the client's health care. As assigned by the RN or other person(s) authorized by law, the LPN participates in collaborating in client care. Maintains a harmonious work environment.</p> <p>B. Assists in monitoring the supply of educational material and makes suggestions for additional materials needed.</p> <p>C. Participates in quality improvement opportunities as assigned</p>
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**Education Requirement:**  
Graduation from a state accredited program of Practical Nurse Education.

**Necessary Special Qualifications:**  
CPR, CPI, Performance Management System

- Competencies:**
- Knowledge of the 6 rights to medication administration. Understanding the use, contraindications and side effects of the medications they administer and know how to access information regarding medications. Demonstrated competency in obtaining vital signs, collecting specimens and conducting sick call.
  - Ability to provide feedback and guidance/counsel to nursing staff on care rendered to patients.
  - Ability to work as a team player with multi-disciplinary healthcare staff, facility and custody staff. Ability to administer medications on a timely and accurate basis. Ability to deliver services in an organized and methodical manner. Ability to notify patient about how to access healthcare and scheduled sick call appointments.
  - Ability to use interview techniques that assist the patient in describing his/her symptoms and assist in discerning the situation, using a systems approach. Ability to communicate with patients and families in a manner they understand, such as verbally, in writing, by demonstration, etc. Ability to document subjective and objective data, action taken and plan of care.

**License or Certification Required by Statute or Regulation:**  
License to practice nursing as a Practical Nurse in the State of North Carolina by the North Carolina Board of Nursing.

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Employee's Signature/Title \_\_\_\_\_ Date \_\_\_\_\_ Supervisor's Signature/Title \_\_\_\_\_ Date \_\_\_\_\_

**Supplemental Information to Assist Organizations  
in their Compliance with the Americans with Disabilities Act (ADA)**

**Checklist for Physical Activities and Requirements, Visual Acuity,  
and  
Working Conditions of the Position**

**1. The physical activity of this position (Please check ALL blocks that apply)**

- A. Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- B. Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- C. Stooping: Bending body downward and forward by bending spin at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- D. Kneeling: Bending legs at knee to come to a rest on knee or knees.
- E. Crouching: Bending the body downward and forward by bending leg and spine.
- F. Crawling: Moving about on hands and knees or hands and feet.
- G. Reaching: Extending hands(s) and arm(s) in any direction.
- H. Standing: Particularly for sustained periods of time.
- I. Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- J. Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- K. Pulling: Using upper extremities to press against something with steady force in order to draw, drag, haul or tug objects in a sustained motion.
- L. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
- M. Fingering: Picking, pinching, typing or otherwise, primarily with fingers rather than with the whole hand or arm as in handling.
- N. Grasping: Applying pressure to an object with the fingers and palm.
- O. Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- P. Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Q. Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make fine discriminations in sound.
- R. Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

**2. The physical requirements of this position (Please check only ONE block)**

- A. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or other wise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- B. Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- C. Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of frequently, and/or up to 10 pounds of force constantly to move objects.
- D. Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

**3. The visual acuity requirements including color, depth, perception, and field of vision (Please check only ONE block)**

- A. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.
- B. The worker is required to have visual acuity to perform an activity such as: operates machines such as lathes, drill presses, power saws and mills where the seeing the job is at or within arm's reach; performs mechanical or skilled trades tasks or a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc.
- C. The worker is required to have visual acuity to operate motor vehicles or heavy equipment.
- D. The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).

**4. The condition the worker will be subject to in this position (Please check ALL block that apply)**

- A. The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.
- B. The worker is subject to outside environment conditions: No effective protection from weather.
- C. The worker is subject to both environmental conditions: Activities occur inside and outside.
- D. The worker is subject to extreme cold: Temperature typically below 32 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity.
- E. The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity.
- F. The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
- G. The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
- H. The worker is subject to hazards: includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- I. The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases or poor ventilation.
- J. The worker is subject to oils: There is air and/or skin exposure to oils and other cutting fluids.
- K. The worker is required to wear respirator. (TB & PMU ONLY)
- L. The worker frequently is in close quarters, crawl, space, shafts, man holes, small enclosed rooms, small sewage and water line pipes, and other areas which could cause claustrophobia.
- M. The worker is required to function in narrow aisles or passage ways.
- N. The worker is exposed to infectious diseases.
- O. The worker is required to function around prisoners or mental patients.
- P. None: The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

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Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Section or Division Manager's Signature

\_\_\_\_\_  
Date