



State Operated
Healthcare Facilities
HEALTH AND HUMAN SERVICES

Approved Classification	
Effective Date	
Analyst	
FLSA Status	

**OFFICE OF STATE PERSONNEL
POSITION DESCRIPTION FORM**

Name of Employee	Present University or Beacon Position Number / Proposed Number												
Present Classification Title / Salary Grade	Proposed Classification Title / Salary Grade												
Licensed Practical Nurse / GN08													
Usual Working Title of Position	Department, University, Agency or Commission												
LPN	Department of Human and Health Services												
Institution / Division	Section / Unit												
Broughton Hospital													
Street Address, City and County	Location of Workplace, Building and Room Number												
1000 South Sterling Street, Morganton, Burke													
Name of Immediate Supervisor	Supervisor's Position Title and Number												
Work Schedule (<i>i.e. Monday-Friday, rotating shifts, etc.</i>) Due to the nature of the services the Hospital provides, the work schedule may be changed to accommodate the overall needs of the Hospital. Regular attendance and punctuality are essential functions of this position.	Work Hours (<i>i.e. 8:00 am-5:00 pm, etc.</i>) Work Week – (shift hours) and every other weekend. <table border="0"> <tr> <td><u>8 hour shift</u></td> <td></td> <td><u>12 hour shift</u></td> </tr> <tr> <td>First shift</td> <td>0700 – 1530</td> <td>7am - 7pm</td> </tr> <tr> <td>Second shift</td> <td>1500 – 2330</td> <td>7pm - 7am</td> </tr> <tr> <td>Third shift</td> <td>2300 – 0730</td> <td>11 am – 11pm</td> </tr> </table>	<u>8 hour shift</u>		<u>12 hour shift</u>	First shift	0700 – 1530	7am - 7pm	Second shift	1500 – 2330	7pm - 7am	Third shift	2300 – 0730	11 am – 11pm
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Third shift	2300 – 0730	11 am – 11pm											
<p>Primary Purpose of the Organizational Unit</p> <p>The primary purpose of Broughton Hospital, a state-owned and operated psychiatric hospital, is to admit, evaluate and treat those persons with mental illness. Also, the hospital maintains a safe, humane, and therapeutic environment in which patient's rights, individuality and dignity are respected. Broughton Hospital serves the 37 western-most counties of North Carolina.</p> <p>Broughton Hospital has an operating capacity of 297 beds and two service areas, Adult Services and Specialty Services. Adult Services provides recovery-oriented care for individuals ranging from 18 years of age throughout adulthood. Specialty Services provides recovery-oriented care to our adolescent, deaf, and geriatric populations. Additionally, Specialty Services has a medical unit, providing specialize care to those needing focused medical care.</p> <p>The primary purpose of each service area is to admit, diagnose and treat persons with psychiatric disorders in a holistic manner using a multidisciplinary team approach, to restore them to optimal levels of functioning and return them to the community.</p>													

Primary Purpose of the Position

The primary purpose of this position is the performance of routine practical nursing work in the care and treatment of patients, under the supervision of a Registered Nurse. The Licensed Practical Nurse (LPN) prepares and administers medication for assigned shift, as well as ensuring the medication room meets clinical standards of practice relating to storage and maintenance of medications. Also, this position participates in nursing assessments, 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 and medical illness for patients. This employee carries out structured interventions based on the comprehensive plan of care. Work involves direct patient care contact on an assigned shift and is performed under the direction and supervision of a Registered Nurse. This person will ensure individualized special needs are met regarding patient's age, cultural, physical, and mental limitations.

Changes in Responsibilities and/or Organizational Relationship Since the Position Was Last Classified

35%	<p>*Clinical Responsibilities and Duties</p> <ol style="list-style-type: none">1. Participates in assessments of patients throughout hospitalization as assigned by the RN and reports concerns appropriately2. Initiates and coordinates medical and psychiatric emergency measures.3. Follows and ensures compliance of established Infection Control guidelines.4. Notes and transcribes physician orders.5. Completes laboratory requisitions, consultation and x-ray requests, and directs to proper destination.6. Obtains and maintains laboratory specimens appropriately (stool, sputum, and urine).7. Performs treatments (soaks, dressings, etc.) as assigned by the RN.8. Participates in shift reports with oncoming and off-going nursing staff.9. Assists with direct patient care (feeding, bathing, dressing, transportation).10. Assists with physicals and other duties as assigned.11. Participates in patient/family education that has been initiated by the Registered Nurse and documents comprehension during hospitalization and time of discharge.12. Assists in monitoring the supply of educational material and makes suggestions for additional materials needed.13. Assists unit staff with patient activities on and off unit.
45%	<p>*Medication Management</p> <ol style="list-style-type: none">1. Medication Management in an integral component of patient care throughout the continuum of hospitalization. Professional nursing staff participates in all aspects of medication management which includes, but is not limited to, the following:<ol style="list-style-type: none">a. Administers prescribed medications and treatments per prescribing practitioner's orders utilizing the six rights of Medication Administration, documenting appropriately per policies and proceduresb. Manages controlled substances in accordance with pharmacy regulations and hospital policies and procedures;c. Maintains cleanliness, safety and security of Medication Rooms, which includes but is not limited to monitoring and disposal of deteriorated and expired medications according to established guidelines;d. Maintain drug security through surveillance and use of locks;e. Detect and report medication variances to implement corrective actions;f. Notifies and documents notification of RN and /or physician/physician extender for any adverse reaction;g. Provides and documents medication education for assigned patients as directed by the RN.

15%	<p>*Communication and Documentation</p> <ol style="list-style-type: none"> 1. The LPN 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 (HIPAA) and hospital policies and procedures. 2. Documentation of information on the appropriate client record, plan of care or other documents must: <ol style="list-style-type: none"> a. Be pertinent to the client's health care; b. Accurately describe all aspects of nursing care including assessment, planning, implementation and evaluation; c. Be completed within a time period consistent with the client's need for care; d. Reflect the communication of information to other persons; e. Participates in the assessment of patients prior to administration of medication. 3. Checks necessary vital signs. 4. Reports to Registered Nurse any abnormalities; 5. Documents improvement or lack of improvement, side effects, etc. of medications; 6. Participates in quality improvement opportunities as assigned.
5%	<p>*Collaboration</p> <ol style="list-style-type: none"> 1. Communicates and works cooperatively in implementing the health care plan with individuals whose services may have a direct or indirect effect on the client's health care. 2. As assigned by the RN or other person(s) authorized by law, the LPN participates in collaborating in client care.

Competencies, Knowledge, Skills and Abilities Required in this Position

- Working knowledge of nursing techniques, procedures, theory and practices.
- Working knowledge of sanitation, personal hygiene, basic health and safety practices.
- Knowledge of the 6 rights to medication administration. Skill in preparing and administering medications. 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.
- Ability to provide direct nursing care within scope of practice.
- Ability to observe and evaluate patient's condition.
- Ability to instruct patients in routine medical care.
- Ability to respond to potentially life-threatening situations in a calm and orderly manner.
- Ability to demonstrate a professional and caring approach.
- 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 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.

Education and Experience Required

Licensed to practice as a Practical Nurse in the state of North Carolina

License or Certification Required by Statute or Regulation:

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