



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 or Banded Level Licensed Practical Nurse	Proposed Classification Title / Salary Grade or Banded Level same
Usual Working Title of Position LPN	Department, University, Agency or Commission Department of Health and Human Services
Institution / Division Central Regional Hospital / DSOHF	Section / Unit
Street Address, City and County 300 Veazey Road, Butner, Granville	Location of Workplace, Building and Room Number CRH Main Campus
Name of Immediate Supervisor	Supervisor's Position Title and Number
Work Schedule (<i>i.e. Monday-Friday, rotating shifts, etc.</i>) M-F (alternating weekends/holidays)	Work Hours (<i>i.e. 8:00 am-5:00 pm, etc.</i>) First, Second or Third Shift as assigned. Reassignment to other shifts and areas may be need. Shift hours: First (7:00am-3:30pm; Second (3:00pm-11:30pm); Third (11:00pm-7:30pm)
Primary Purpose of the Organizational Unit The Nursing Department is responsible for providing 24-hour nursing care to patients at every stage of life, diagnosis, physical and mental condition. This includes assessment of each patient's needs specific to their age and legal status. Nursing care is planned and interventions are performed to assure those needs are met and evaluated for effectiveness.	
Primary Purpose of the Position The Licensed Practical Nurse reflects knowledge/skills within the scope of a vocational nurse, specifically related to medication administration. The position provides direct care to assigned patient via effective application of the nursing process.	
Description of Work A. Administration of Medications and Treatments 40% <ol style="list-style-type: none"> 1. Administers medications and treatments per physician orders and according to standards and policies. 2. Applies proper procedures when patients refuse medications or treatments. 3. Adheres to facility policy and procedures as related to medication errors and adverse drug reaction reporting. 4. Maintain proper storage and security of medications and related supplies. 5. Ensures the integrity of controlled substances per facility policies (includes accurate recording of medications/ used/wasted, accurate narcotic counts). 6. Transcribes, verifies physician's orders in a timely and accurate manner (if allowed by facility). 7. Serves as a resource to others regarding medications and other ordered treatments. 8. Document as indicated by the facility (following all documentation policies for medication administration). 	

- B. Participates (under the delegation of a Registered Nurse) in the application of the nursing process 20%.**
 1. Assists in assessment of the patients via collection of information.
 2. Participates in the identification of patient's nursing care needs (safety issues, physiological and psychosocial needs, milieu issues, and deficits in health related knowledge/skills).
 3. Participates in the evaluation of the effectiveness of care provided (patient responses to medication and comprehension of educational information).
 4. Perform in the role of direct patient care as needed.
 5. Participate in shift report/staff meetings and other hand-off communication systems.
- C. Patient Education 20%**
 1. Provides individual patient education activities based on patient needs (information about medications, treatments).
 2. Assist in designated group patient education as part of the unit programming.
 3. Ensure documentation is accurate, timely and per facility policy.
 4. Participation in committees, projects, audits and Performance Improvement Initiatives as directed.
- D. Customer Service 20%**
 1. Consistently demonstrate concern and courtesy for patients, family and co-workers.
 2. Demonstrate respect for individual and cultural differences.
 3. Effectively identify customer needs and respond appropriately.

Competencies, Knowledge, Skills and Abilities Required in this Position

Knowledge of: Practical Nursing techniques in the care and treatment of the patient population.
Pharmacological effects of medications (including drug interactions, adverse reactions).

Skills in: Medication Administration (adherence to the policy/procedures of the facility).
Successful passing of the medication administration examination.

Ability to: Observe, report and document physical signs and symptoms of illnesses, behaviors and responses to medications.
Utilize therapeutic communication and patient education techniques.
Apply age-specific competencies with assigned patient population.

Education and Experience Required - *What educational background is needed to perform these duties and responsibilities? What kind of work experience is needed?*

Graduation from an approved school of Practical Nursing and experience with similar patient population.

License or Certification Required by Statute or Regulation - *Is a license or certificate required? What kind and type?*

Current license to practice as a Licensed Practical Nurse by the North Carolina Board of Nursing.
Current certification in NVC1 and CPR.

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