

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 1966
Grade: PN2
FLSA: Non-Exempt

Standard Job Description

Job Title
Licensed Practical Nurse II

Department
Patient Care Services

Job Summary

The Licensed Practical Nurse delivers care to patients/detainees of all ages or assigned unit/division under the direction of a Registered Nurse. Care delivery is facilitated to assist the patient to achieve an optimum level of health. Contributes to the process of nursing practice and Nursing Practice Standards of the Department of Patient Care Services under the direction of a Registered Nurse. Demonstrates a cooperative attitude in support of health services and department philosophy and mission. Knowledgeable of department policies, procedures, standards and safety plans. Administers medication to a large number of detainees. Observes detainees for health problems and intervenes or reports to physician or Registered Nurse. Accepts responsibility for own professional growth and continuing education.

Typical Duties

- Provides and documents nursing care for assigned patients. This includes but not limited to treatments, dressings, tier rounds, health requests, administration of medications, insertion of Foley catheters, emergency care; other treatments as specified by direction of policy.
- Contributes to the utilization of the nursing process. This includes but is not limited to patient observation and documentation on appropriate forms and implementation of a plan of care and patient education in consultation with the Registered Nurse. Provides timely notification to the Charge Nurse, Nurse Coordinator, Supervisor and physician of changes in patient condition. Assists patient in obtaining health education, behavioral changes related to health and obtains history.
- Understands and supports unit department health services policies and philosophy by reviewing new policies and procedures, utilizes policy and procedure book for clarifications, completes additional assignments when asked, presents positive professional image at all times. Under the Supervision of the Registered Nurse.
- Presents a professional appearance in attitude, dress, communication and grooming.
- Assumes responsibility for attending 12 hours of in-services annually. Accepts responsibility for professional growth by attendance at educational offerings.
- Demonstrates accountability through maintenance and compliance with CPR and license.
- Demonstrates compliance with mandatory certification programs for fire, safety, infection control and other mandatory offerings.
- Assists with the supervision of non-professional patient care providers. Assists with the orientation of new personnel.
- Responds appropriately to emergency situations, initiates basic life support as required.
- Makes rounds on tiers and patient units. Observes patients for potential healthcare needs. Intervenes and communicates appropriately. Assists patient with access to health care.
- Documents patient observations and interventions. Follows policy on documentation format.
- Takes responsibility for own safety. Respectful, cooperative with Correctional Officers.

Typical Duties continued

- Administers medication according to nursing policy.
- Assists in maintaining a clean and safe environment for patients, staff and others by changing exam paper between visits; maintains equipment and ensures exam rooms are properly cleaned and physically suitable for patient services (i.e. lighting, plumbing, ventilation, etc.).
- Implements safe and therapeutic care.
- Inspects emergency equipment and supplies according to policy.
- Communicates effectively with the health care team; physicians, peers, nurses, education, social workers, correctional officers, patient and public.
- Reads and initials communications. Gives appropriate shift to shift reports.
- Takes and records vital signs – EKG.
- Practices Universal Precautions.
- Participates in Continuous Quality Improvement (CQI).
- Supports Health Services Mission goals and philosophy.
- Maintains patient confidentiality. Demonstrates use of ethics in practice.
- Complies with Standards of practice and all policies and procedures.
- Administers wound care irrigation.
- Collects and transports lab specimens.
- Maintains crash cart, Cardio Pulmonary equipment and jump bag; notifies CMT office if jump bag seal is missing.
- Complies with existing security (CCDOC, DCSI) policies and procedures.
- Participates in process management in order to meet regulatory agency standards (National Commission on Correctional Healthcare, JCAHO, OSHA, HIPPA and Corporate Compliance).
- Performs other duties as assigned.

Reporting Relationships

Reports to the Nurse Coordinator II

Minimum Qualifications

- High School Diploma or GED
- Graduate from an accredited school of Practical Nursing and current licensed as a Practical Nurse in the State of Illinois
- Possession of a current CPR certification
- Proof of successful completion of the requirements for medication administration (Pharmacology certificate) License Practical Nurse
- One (1) year recent full time paid clinical experience in an acute care health facility or ambulatory care facility

Knowledge, Skills, Abilities and Other Characteristics

- Thorough knowledge of all nursing supplies, equipment and medications which are administered
- Knowledge of the basic principles of nursing care , i.e. taking patient's temperature, blood pressure and respiration rate)
- Knowledge psychiatric disorders
- Strong knowledge of psychotropic drugs, side effects, usage and dosages
- Skilled in the use of nursing equipment such as a thermometer, wound dressing, etc.
- Competent skills in blood drawing and point of care testing
- Skilled in accurately taking vital signs and recognizing variances

Knowledge, Skills, Abilities and Other Characteristics continued

- Ability to understand instructions and communicate effectively with patients as well as hospital staff
- Ability to maintain accurate records and be able to perform appropriately in the role of team leader
- Ability to collect pertinent data based on patient complaint
- Ability to formulate a diagnosis using nursing process
- Ability to provide safe, accurate and clinically competent direct care to detainees
- Ability to teach techniques or provide information according to established program
- Ability to communicate information to the patient and other health care disciplinary

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval:



Pamela Brown
Director of Nursing

9/22/16

Date

Approval:

Gladys Lopez
Chief of Human Resources

Date