

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to SRS Personnel Services. Supervisors and incumbents are responsible for the completion of this form

CHECK ONE: NEW POSITION EXISTING POSITION

PART I-Position Information.

1. Agency Name Osawatomi State Hospital	9. Position Number	10. Budget Program Number
2. Employee Name (Leave Blank if position vacant)	11. Present Class Title (if existing position) Licensed Practical Nurse Senior	
3. Division Nursing Services	12. Proposed Class Title	
4. Section Adult Services	13. Allocation	
5. Unit	14 (a). Effective Date	14 (b). FLSA Code
6. Location (address where employee works) City Osawatomi County Miami	15. By _____ Approved	
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. % _____	16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time) FROM: M TO: M	17 Position Reviews Date: Date: Date: Date:	

PART II-Organizational Information

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position.)
 This position is necessary to provide 24-hour a day, seven days a week nursing care and treatment/ medication for the mentally ill. Responsibility is to care for and treat patients with special needs using special technical and practical skills.
 This position requires a high level of flexibility, defined as being able to adjust emotions, thoughts and behaviors to changing situations and conditions. In addition, due to changing resources and needs of the unit, it is important for someone in this position to be able to deal with the stress of change presenting an optimistic outlook toward new experiences and be able to overcome the specific problem at hand. As a team member of the assigned program, it is important to be aware of, understand, and appreciate the feelings and thoughts of others and be sensitive to how and why people feel and think the way they do.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Nancy Sinclair	Public Service Executive II	K0051206

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Same as above.		

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

a) Work is performed under the close supervision of a Registered Nurse who reviews and assesses work performance for adherence to Hospital/Nursing Service policies and procedures (standard of care) as well as desired outcomes.

b) Daily work assignments as well as Hospital and Nursing Service policies and procedures provide instructions. A Registered Nurse (R.N.) is available to provide clarification as needed.

c) Specific verbal and written work assignments are made daily for this position.

d) Which statement best describes the results of error in action or decision of this employee?

Minimal property damage, minor injury, minor disruption of the flow of work.

Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.

Major program failure, major property loss, or serious injury of incapacitation

Loss of life, disruption of operations of a major agency

21. Describe the work of this position using this page or one additional page only. (use the following format for describing job duties:) **What** is the action being done (use and action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: **Who**

reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identify each functions essential or marginal by placing an **E** or **M** next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal functions a peripheral, incidental or minimal part of the position.

No.	%	E or M	The following listed duties are the essential and non-essential functions of the job. The employee must be able to perform the essential functions in a timely manner and in a manner that does not impair the safety of the employee, the employee's co-workers nor the patients. The employer has the authority to change the job duties from time to time--including but not limited to adding duties to those below listed. Any duty not currently listed will be designated essential or not-essential at the time such duty or duties are include in the job description.
<u>Direct Patient Care</u>			
1.	45%	E	Provides basic nursing care to patients unable to meet their needs of daily living. This is done by assisting patients with personal hygiene, oral hygiene, care of clothing, room care, specials incontinent patients and encourages proper eating habits.
		E	Performs basic nursing tasks in order to enable assessment of patient's condition. Uses observational skills. Takes vital signs (temperature, pulse, respiration and blood pressure) accurately and reports any unusual occurrences or abnormalities to the Registered Nurse (R.N.) according to Hospital and Service standards. This requires skill in the use of digital thermometers, stethoscopes and sphygmomanometers.
		E	Administers medication/treatments accurately and timely and documents such to insure quality patient care by adherence to Nursing Service policies and procedures as evidenced by Performance Improvement and Risk Management/Peer Review reports and findings.
		E	Reports effectiveness of medications and/or any untoward effect of medication to prevent patient harm as well as any unintended or unpredictable effects to maximize patient treatment by informing R.N. and through documentation in the Patient Care System and Care Organizer.
		E	Evaluates patient's need for p.r.n. medication prior to contacting R.N. by doing a preliminary assessment of patient.
		E	Implements the admission process of the newly admitted patient. This is done by familiarizing the new patient with ward environment, introducing other staff and patients, explaining the ward/program rules and regulations, helping with patient's personal belongings and completing the personal property inventory.
		E	Gives specialized care (i.e., monitors oxygen administration, catheterization, gastric suctioning, etc.) as ordered by the physician.
		E	Assists patients in securing and maintaining their clothing to ensure good personal hygiene and appropriate dress through daily observation and contact with patients.
		E	Observes the patients in order to detect and/or report significant, potentially aggressive or unusual behavior(s). This requires knowledge of and ability to recognize characteristics of mentally ill behavior(s) and utilizes good judgment.
		E	Encourages the patient to actively participate in treatment and ward activities. This is done by the employee involving self in patient activities, supervising and escorting patients to their scheduled, meals, appointments, etc. Both on and off grounds.
		E	Under supervision of R.N., restrains and/or secludes patients in order to prevent patients from injuring themselves or others. This requires knowledge of and adherence to accepted restraining techniques, policies and procedures; the physical strength to restrain patients; the ability to act quickly and in a calm, therapeutic manner; the ability to follow verbal and written instructions.
		E	Remains flexible to patient needs. Stays focused under pressure of the numerous demands of the unit.
<u>Environment / Safety</u>			
2.	20%	E	Demonstrates knowledge of handling crisis/emergency situations to ensure patient/staff safety. Demonstration involves initiating and carrying through with DR. HEART's, CODE II's and other emergency preparedness procedures in accordance with skill level.
		E	Checks equipment/supplies to ensure a safe, therapeutic environment. Ensure accessibility of equipment/ supplies at all times by adequately restocking supplies and maintaining equipment in proper working order.
		E	Makes rounds and conducts special checks on patients to ensure patient safety. This is done through regular observation of patients 15-minutes suicidal checks and close observation of all patients' physical and psychological status.
		E	Exhibits good work habits to ensure adequate and safe staffing coverage. This is done by being on time, being at work when scheduled and being willing to accept assignments as needed.
		M	Performs environmental cleaning tasks to maintain a clean, safe and comfortable environment by following Hospital and Hospital / Nursing policies and procedures.
		M	Distributes linens appropriately to maintain infection control standards by handling clean and dirty linens according to Hospital/Nursing policies and procedures.
		E	Utilizes Standard Precautions to protect self from all body fluid exposure.
		E	Accomplishes all aspects of assigned nursing duties to ensure quality patient care and safety by completing assigned tasks in a timely, willing and positive manner. Utilizes on-duty time appropriately and in a safe manner.
		E	Is dependable and responsible in fulfilling the obligations of job duties. Is organized in work habits to maintain environment safety aspects of the unit.
		E	Promotes infection control standards, a positive self-image and serves as a role model for patients by being personally neat, clean and well groomed and adhering to established Hospital/ Nursing dress codes.
<u>Documentation</u>			
3.	15%	E	Checks and transcribes physicians' orders accurately in Horizon Mediation Manager and Care Organizer to ensure patient safety and limit the opportunity for errors by adherence to Nursing Service policies and procedures.
		E	Orders medication refills and restocks items in medication room to ensure adequate supplies by following Pharmacy/Nursing procedures.
		E	Documents pertinent information on Patient Care System and Care Organizer, and in Progress Notes, etc., to meet standards.
		E	Documentation provides communication with regard to patients' Treatment Plan, Initial Nursing Care Plan, response to treatment, progress toward discharge, special checks, behavioral/physical observations, etc. Employee participates in team evaluation of patients' responses and progress.
		E	Provides such documentation/communication accurately and in a timely manner. This requires the ability to write clear, concise, accurate narratives legibly as well as the ability to use an Addressograph machine.
		E	Is results-oriented to maintain high quality patient care that is correctly recorded.
		M	Completes courtesy charting for other staff members.

		<u>Communication</u>	
4.	15%	E	Interacts frequently with patients and provides informal one-to-one's to promote a therapeutic milieu using a non-threatening, helpful and respectful approach.
		E	Talks with and listens to patients. Provides an opportunity for patients to ventilate their feelings and thoughts appropriately. Uses reflective listening and other communication techniques. Answers basic questions regarding the patients' own treatment.
		E	Conveys a positive image of the Hospital/Nursing to promote a work conducive atmosphere by maintaining harmonious interpersonal relationships with supervisors, co-workers, patients and visitors. Is courteous and respectful to others.
		E	Communicates with other staff members so that pertinent information essential to provide quality patient care is shared. Provides input into the Treatment Plans, treatment team reviews, Program/Service meetings and other patient-related meetings. Assists the R.N. in giving accurate, concise shift reports, providing hand off communication between shifts and disciplines with each working shift.
		E	Is optimistic in manner when communicating with patients and co-workers. Is respectful and relates to patients in a professional manner. Stays receptive to patient needs and their safety.
		E	Adheres to the Confidentiality/HIPPA policy.

5		<u>Education / In-service</u>	
		E	Is knowledgeable of Hospital and Nursing policies and procedures and assures quality patient care by showing support for and adherence to the established policies and procedures.
		E	Demonstrates continued competence to provide quality patient care through attendance and participation in education/job-related and/or age-specific programs including, but not limited to Cardiopulmonary Resuscitation (C.P.R.) and Therapeutic Options and Staff Behavioral Expectations. Evidence of such education/in-service training will be validated in Performance Improvement/Risk Management (P.I./R.M.) reports and finding annually.
		E	Must complete 3 hours of medication education annually.

*Performs other related duties in all categories to ensure quality patient care by carrying to completion the tasks assigned by supervisor. Assignment of nursing staff is based on the need for adequate staff on every unit to provide safe and effective nursing care and treatment for all patients. Staff's basic assignment is to the Hospital and Nursing Service. They may be required to accept assignment on any program, unit or shift on request. They are expected to work on any area and to be responsive to the request for reassignment, if necessary, by their supervisor. **The incumbent of this position has authorized access or the potential of incidental exposure to Protected Health Insurance (PHI) under the provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulations including requirements for safeguarding, releasing and recording the release of such information. The incumbent has been trained in the provisions of the HIPAA Privacy Regulations as they relate to the duties of this position.

* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Although errors are minimized by close supervision, there is potential for serious consequences if directions to observe patients are not closely adhered to. For example: Patients could harm themselves or others.

Failure to act or respond quickly and properly can result in patient or staff injury or an individual patient's program failure.

Failure to chart and record could result in a lack of appropriate information on which to base sound medical and therapeutic decisions regarding treatment, as well as deficiencies in accrediting Hospital standards.

Failure to provide environmental and personal services could result in deficiencies in environmental conditions.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 () Plans, staffs, evaluates, and directs work of employees of a work unit.
 () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles, and position numbers of all persons who are supervised directly by employee in this position.

Class	Title	Position/KIPPS Number
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Not Applicable

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Contacts are made with:

- a) Members of a inter-disciplinary team to maintain on-going communication and information sharing on a daily basis regarding patients/ward activities.
 b) Patients' relatives to facilitate communication and direction on an occasional basis.
 c) Surveyors/public officials to answer work-related questions three or four (3-4) times per year.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Although safety standards, polices and procedures are taught, supervised and adhered to, contact with patients who are potentially violent, combative and/or assaultive is present in the work environment and by the nature of the work.

26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

Daily use of:	Cleaning Equipment	Fax Machine	Digital Thermometers
Computer	Restraint Equipment	Telephone	Addressograph Machine
Copy Machine	Suction Machine	Precision PCx	AED
Pulse Oximeter	Stethoscope	Sphygmomanometer	Spot Vital sign machine

PART III-Education, Experience and Physical Requirements Information.

27. Minimum Qualifications as stated in the State of Kansas Class Specification.

- μ Kansas License to practice as a Licensed Practical Nurse (L.P.N.)
 - μ Six months experience as an L.P.N.
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28. **SPECIAL REQUIREMENTS**

A. State any additional qualifications for this position that are necessary to perform the essential functions of the position. (License, registration or certification).

Must possess a valid Driver's License.

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

C. List preferred education or experience that may be used to screen applicants.

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

They may be required to work up to 16 consecutive hours.

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

Employee may be exposed to violence and intense physical exertion; therefore, employee should know Hospital/Nursing safety procedures, adhere to them and conduct regular reviews of

Part IV. Signatures

_____ Signature of Employee	_____ Date	_____ Signature of Service Director	_____ Date
_____ Signature of Supervisor	_____ Date	_____ Signature of Human Resources Officer	_____ Date
_____ Signature of Registered Nurse Specialist	_____ Date	_____ Signature of Agency Head or Appointing Authority	_____ Date