

# EP 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: :9 NEW POSITION :9 EXISTING POSITION

## PART I-Position Information

1. Agency Name Larned State Hospital		9. Position Number *****	10. Budget Program Number *****
2. Employee Name (Leave blank if position vacant) *****		11. Present Class Title Licensed Practical Nurse Senior	
3. Division *****		12. Proposed Class Title *****	
4. Section *****	For Use By Personnel Office	13. Allocation	
5. Unit *****		14 (a). Effective Date	14 (b). FLSA Code
6. Location (address where employee works) City Larned County		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: **:.** AM/PM TO: **:.** AM/PM		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)

The Licensed Practical Nurse must be able to demonstrate the knowledge of skills necessary to provide care appropriate to the patients served. The individual must demonstrate knowledge of the principals of growth and development and possess the ability to assess and interpret data to identify age specific needs. Participates in Natural Work Teams and/or Quality Action Teams. The purpose is to provide quality patient care by fostering therapeutic relationships, assisting in active treatment and supporting the hospital in the pursuit of the LSH Strategic Plan.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factor 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 \*\*\*\*\*

Who evaluates the work of an incumbent in this position?

Name \*\*\*\*\* Title \*\*\*\*\* Position Number \*\*\*\*\*

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.

Some latitude is given the employee in completing assignments dependent upon experience and orientation. Instruction, methods, and guidelines are given through program/unit policies; and LSH and Nursing Policy and Procedure Manuals. Assignments may be verbal or written.

d) Which statements 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.
- (X) 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 an 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 function as essential or marginal by placing a 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 function is a peripheral, incidental or minimal part of the position.

No.	% E or M	
1.	20% E	<p><b>1. Prepares, administers, and documents medication and treatments according to physician orders and established Nursing policy and procedures</b></p> <ul style="list-style-type: none"> <li>* Processes physician's orders following established procedure.</li> <li>* Provides medication preparation, administration &amp; documentation per established nursing process.</li> <li>* Utilizes knowledge of medication effects and side effects to assess it's effectiveness.</li> <li>* Receives and accounts for medications sent from pharmacy.</li> <li>* Accepts and records verbal orders from Medical Staff per procedure, and approves the administration of prn's.</li> <li>* Assesses and documents patient response to prescribed pain management medication.</li> <li>* Sets up appointments, travel and escorts per Medical Staff orders.</li> </ul>
2.	20% E	<p><b>2. Provides supervisory assistance to Unit Nurse.</b></p> <ul style="list-style-type: none"> <li>* Provides input to the treatment team related to patient care, CITP, and individual behavior programs.</li> <li>* Attends treatment team meetings as assigned.</li> <li>* Communicates regularly with the R.N. in charge.</li> <li>* Assumes management of the unit in the absence of the R.N.</li> <li>* Makes routine staff assignments when requested.</li> <li>* Assures that staff know assigned patient goals and objectives.</li> <li>* Assists in orientation and training of unit personnel.</li> </ul>
3.	20% E	<p><b>3. Plans nursing interventions, and makes nursing care recommendations under the supervision of the registered nurse.</b></p> <ul style="list-style-type: none"> <li>* Assists in planning, implementation &amp; evaluation of patient care.</li> <li>* Monitors/records vital signs regarding individual's physical and mental condition.</li> <li>* Observes and assesses patients needs and documents pertinent data and reactions to nursing intervention via progress notes and IPN's..</li> <li>* Reports pertinent patient information to charge R.N. or medical staff.</li> <li>* Communicates to other staff members, patient's behavior that is unusual and/or dangerous.</li> <li>* Learns patient's goals/objectives and documents according to established guidelines.</li> <li>* Determines the necessity for and initiates nursing care related to physical and psychiatric needs, which may include the recording of intake &amp; output, bathing, and providing treatment for minor illnesses and injuries.</li> <li>* Interacts frequently with patients by encouraging participation in unit programming.</li> <li>* Encourages patients to develop an understanding of their treatment goals and apply identified treatment strategies.</li> <li>* Trains, monitors and assists patients with personal care and grooming, and activities of daily living.</li> <li>* Identifies teaching opportunities, providing timely instruction in conflict resolution, problem solving, stress management, medication awareness and social skills.</li> <li>* Provides blood glucose monitoring when required, with the Precision-G machine.</li> </ul>
4.	20% E	<p><b>4. Maintains a safe, secure and therapeutic environment</b></p> <ul style="list-style-type: none"> <li>* Demonstrates good personal hygiene and follows infection control guidelines, including frequent hand hygiene.</li> <li>* Maintains safety and accountability for patients on living units, at meals, in classrooms, at work sites, during activities, and in program and hygiene areas.</li> <li>* Makes periodic checks of patients requiring special precautions per LSH and Nursing policy and procedures.</li> <li>* Utilizes specialized training for patients identified as high risk.</li> <li>* Intervenes to prevent injury to patients or others per de-escalation techniques, using Mandt approved procedures.</li> <li>* Secures items that pose a safety/security risk.</li> <li>* Assists with searches for contraband as indicated by LSH and Nursing policy and procedure, or as directed.</li> <li>* Reports and documents any threats of patient safety/security.</li> <li>* Responds to crisis situations on unit or other areas as needed.</li> <li>* Provides specific level of supervision at visitation areas to ensure safety/security of patients and visitors by verifying identity of visitor and inspecting property brought to patient areas, according to unit policy.</li> <li>* Provides escorting of patients to and from assigned activities and appointments as directed.</li> <li>* Provides sitter nursing services for patients hospitalized in other facilities as assigned.</li> <li>* Protects confidentiality of PHI by following HIPAA regulations.</li> <li>* Monitors emergency equipment per procedure as assigned.</li> </ul>

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**20% E5. Communication ,Team Work and Process Improvement**

- \* Communicates appropriate feedback concerning patient care issues to members of treatment team and the on-coming shift.
- \* Demonstrates caring and respectful communication to all patients, customers and co-workers.
- \* Maintains daily access to all e-mail communications, with appropriate follow-up.
- \* Complies with policies, procedures and nursing standards.
- \* Demonstrates a positive attitude by working cooperatively in a team process.
- \* Demonstrates willingness to learn new concepts.
- \* Participates in staff development, meets individual learning needs, and attends program & unit meetings as scheduled.
- \* Participates and cooperates in Natural Work Teams and/or Quality Action Teams as assigned.
- \* Demonstrates acceptable work habits that include coming to work on time and as scheduled.
- \* Adheres to the Behavioral and Ethical Standards of patient care.
- \* Performs all other job-related duties willingly as assigned by supervisor to accomplish the Strategic Plan of LSH

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\*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.

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

If task statements 1 through 5 are not performed, patient care and safety would be compromised JCAHO accreditation and CMS standards would not be met.

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

- Daily contacts with other direct care nursing staff and supervisors to provide patient care.
  - Frequent contacts with all other disciplines in providing patient care and security.
  - Occasional contacts with patients family members while supervising visits and providing education.
  - Occasional contacts with the Mental Health Center affiliates, jail, courts and other agencies for planning discharge.
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25. What hazards, risks or discomforts exist on the job or in the work environment?

Hazards include working with volatile and unpredictable mentally ill people who may be violent and/or assaultive.  
Discomforts may include the cleaning of body waste, exposure to unpleasant language and contagious disease.  
Exposure to minor deviations from pleasant environmental conditions, including temperature, ventilation, lighting and sound, is normal.

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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 telephone, two-way radios, computers, fax machines, and other like equipment.  
Frequent use of Vital Signs monitoring equipment and Precision-G machine.  
Occasional use of specialized safety, security and other like equipment.  
Occasional use of other job related medical equipment.

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**PART III-Education, Experience and Physical Requirements Information.**

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

Graduation from an accredited school of nursing with six months experience.

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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).

Kansas License/Permit to practice as a Licensed Practical Nurse.

Positions in this class require that at the time of appointment, the selected candidate must take and pass a drug screening test approved by the Division of Personnel Services.

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.

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

The work requires light to moderate physical exertion, that requires routine lifting of 10-15 pounds.  
The work may require occasional assistance with lifting or moving individuals or objects that weigh greater than 50 pounds.  
The work may require provision of occasional physical intervention to stop or prevent an altercation.

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

The position is required to adhere to the following policies and procedures:

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|---------------------------|-------------------------------------|
| 1. Safety                 | 6. Infectious Waste Disposal        |
| 2. Security               | 7. State and/or Federal Regulations |
| 3. Hazardous Materials    | 8. Administrative                   |
| 4. Emergency Preparedness | 9. Human Resource/Employee          |
| 5. Infection Control      | 10. Department Specific             |
|                           | 11. HIPAA                           |

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**PART IV-Signatures**

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Signature of Employee

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Date

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Signature of Personnel Officer

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Date

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Signature of Supervisor

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Signature of Agency Head or  
Appointing Authority

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Date