



JOB DESCRIPTION FORM

Job Title: Licensed Practical Nurse	Reports to: Sr. Nursing Manager
Department: AM/HH/Peds/Cancer Center	Location: FHP/A1/Saipan

Job Summary:

Reports directly to the Sr. Nursing Manager and responsible for providing skilled nursing care to patients in accordance with physician's orders and under a plan of care. Also works closely with the Nursing Team Leader and Clinical Nurse Manager in managing complex patient assignments.

I. Essential Duties and Responsibilities:

1. Provides skilled nursing care in accordance with physician's orders and under a plan of care.
2. Works closely with Nursing Team Leader – Adult Medicine and Clinical Nurse Manager to manage complex patient assignments.
3. Evaluates the effects of the care given and regularly re-evaluates the patient's nursing needs.
4. Reports any significant changes on patient's condition to the primary RN/physician.
5. Communicates regularly with the primary RN and the Nursing Team Leader regarding condition of all patients.
6. Provides the following services requiring nursing care, although not limited to the following:
 - 6.1. Physical assessment
 - 6.2. Patient and family teaching
 - 6.3. Urinary catheter insertion and care
 - 6.4. Venipuncture for laboratory orders
 - 6.5. Administration of intra-dermal, subcutaneous and intra-muscular injections
 - 6.6. Wound care according to the physician's order
7. Initiates appropriate preventive nursing procedures.
8. Counsels the patient and family on the plan of care and related needs.
9. Acts as a coordinator of the health care team in order to maintain continuity of care.
10. Provides reports to the patient's primary RN about the patient's care and condition changes.
11. Makes referrals to community resources and other services as necessary.
12. Documents all care in accordance with conditions of participation and other regulatory guidelines.
13. Participates in Clinical record reviews.
14. Participates in all in-services, team meetings and case conferences.
15. Practices infection control policies and procedures at all times.
16. Carries out the pain management and symptom plan to keep the patient as comfortable as possible.
17. Functions as a team member demonstrating collaboration with the responsibility to patient, physician and interdisciplinary team.
18. Maintains courteous attitude towards staff and patients.
19. Attends weekly inter-disciplinary meetings to coordinate care.
20. Performs other duties that may be assigned from time to time.

II. Experience & Job Specifications:

1. Graduate of Associate Degree or two (2) year course – License is required
2. Minimum of 2 years experience with impressive track record in providing skilled nursing care to patients in accordance with physician's orders and under a plan of care.
3. Must have the appropriate level of behavioral maturity and patience in handling patients.
4. Must have the diplomacy and tact in handling difficult and irate patients.
5. Very good interpersonal relationship skills and can work and relate well with co-employees, patients and customers.
6. Outstanding communication skills and persuasiveness, specially the ability to communicate instructions and procedures for treatments, keeping the patients and giving them the desired level of comfort and confidence.
7. Must have strong sensitivity to the needs and anxieties of patients and the ability to motivate patients to undergo treatments and/or procedures.
8. Strong ethics and a high level of personal and professional integrity.
9. Knowledgeable of federal and state laws and requirements relating to healthcare management.
10. Computer literate and very highly proficient in using MS office programs.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without accommodation.

While performing the duties of this job, the employee is frequently required to stand for long periods of time, walk between patients rooms, may run during emergencies, communicate clearly via speech, use hands to finger in repetitive motion, handle, or feel objects, tools or controls, reach with hands and arms, balance, talk, hear conversations or sounds as well as via radio or telephone. The employee must be able to occasionally sit, drive a car or travel to other locations. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Occasionally; the employee might be exposed to unpleasant and or stressful situations.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is exposed to lights, office equipment such as computer monitors, faxes etc. in a clinical setting. The noise level in the work environment is usually low.