

LICENSED PRACTICAL/ VOCATIONAL NURSE JOB DESCRIPTION

Job Summary:

The Licensed Practical/Vocational Nurse is a professional member of the healthcare team who provides skilled nursing care to patients in compliance with the Nurse Practice Act in the state of clinical practice. The Licensed Practical/Vocational Nurse works under the direction of the supervising Registered Nurse or Physician.

Qualifications

- Graduate of an accredited LPN/LVN program.
- Current licensure in good standing in state of practice.
- Evidence of BLS credential (AHA Certification).
- Evidence of one year of skilled nursing experience within the past two years.
- Possess thorough working knowledge of anatomy, general medical conditions, general therapies and interventions.

Responsibilities

- Performs specific treatments as ordered by the physician and under the supervision of the Registered Nurse.
- Conducts individual patient assessment, prioritizing the data collection based on patient's condition or needs within timeframe specified by the client facility's policies, procedures and protocols.
- Conducts ongoing assessments as determined by age-specific assessment of patient.
- Administers prescribed medication within the scope of the Nurse Practice Act in the state of practice.
- Observes, reports, and records adverse reactions to medications and/or treatments to the Registered Nurse or Physician.
- Performs appropriate treatments as ordered by the physician and under the supervision of the Registered Nurse.
- Collects and labels specimens as ordered by physician (blood, stool, sputum, vomitus, urine) from patients for testing following client facility's policies, procedures and protocols.
- Assists patient with personal care, ambulation, positioning and feeding, while performing basic nursing care.
- Documents patient assessment findings, physical/psychosocial responses to nursing intervention and progress.
- Initiates emergency resuscitation measures according to protocol.
- Reports patient condition to appropriate personnel during each shift while maintaining patient confidentiality.
- Performs all skills, treatments and procedures competently according to the scope of practice as defined in the Nurse Practice Act in the state of practice and adhering to the policies, procedures and protocols of the client facility.

Printed Name: _____

Signature: _____ Date: _____

LPN/LVN KNOWLEDGE & SKILLS CHECKLIST

First Name	MI	Last Name
SSN	Date	

Instructions: Please check the appropriate column that best describes your experience level for each knowledge competency and skill. Please use the rating scale below to evaluate yourself based on experiences within the last two years.

Self-Assessed Experience Rating Scale
1= No Experience 2= Minimal Experience 3= Performs well/competent

	1	2	3
MEDICATION ADMINISTRATION			
1. Dosage Calculation - 5 RIGHTS			
2. Documentation on M.A.R. & pt chart			
3. PDR / Drug Book usage			
4. Narcotic Wastage / Verification			
5. Drug Action/Interaction knowledge			
6. Generic Drug Equivalents			
7. Swallowing Precautions			
8. Ear Drops			
9. Eye Drops			
10. Intradermal meds			
11. Intramuscular meds			
12. Oral meds			
13. Parenteral meds			
14. Sublingual meds			
15. Topical meds			
INTRAVENOUS THERAPY			
1. IV certified? 1 = no ---- 3 = yes			
2. Peripheral IV insertion			
3. IV Dosage Calculation			
4. IV Infusion Pumps			
5. IV site care			
6. Central Line site care			
7. Implanted catheter site care			
8. Administration of IV Antibiotics			
9. Administration of IV Fluids			
10. Administration of IV Narcotics			

	1	2	3
11. Blood draws from Central Lines			
12. Blood Draws from Implanted Catheter			
13. Blood draws from Peripheral Line			
PAIN MANAGEMENT			
1. Pain "level" assessment			
2. Documentation of Characteristics of pain ie: Location, Duration, character			
3. Document effectiveness of pain meds			
UNIVERSAL PRECAUTIONS / INFECTION CONTROL			
1. AIDS / HIV			
2. Hepatitis			
3. MRSA			
4. VRE			
5. Fever management			
6. Decubitus/Wound care (contaminated)			
7. Reverse Isolation			
8. Standard / Universal Precautions			
9. Linen: Transporting, storing, handling			
a) Clean			
b) Soiled			
c) Personal clothing			
10. Double bagging technique			
11. Proper disposal of sharps and waste			
DIABETIC CARE			
1. Diabetic Patient Teaching			
2. Diabetic Monitoring			
3. S/S of Hyper / Hypoglycemia			

LPN/LVN
Knowledge & Skills Checklist

Name: _____

	1	2	3
4. Performing Fingersticks			
5. Glucometer use			
6. Insulin infusion			
7. Regular / Long Acting Insulin			
8. Mixing Insulin			
9. Calculating Caloric Intake			
OTHER SKILLS			
1. Charting systems			
2. 24 hr written & verbal reporting			
3. CODE status; ie Full Code or DNR			
4. Accident & Incident reporting			
5. Using the 911 system in LTC setting			
6. Regulatory guidelines related to residents rights in LTC setting.			
7. Regulatory guidelines related to prevention of neglect and abuse of residents			
PSYCHOSOCIAL			
1. Assessment & documentation of any behavioral problems.			
2. Assess & document signs & symptoms of depression.			
3. Assess & document patients response to psychotropic medications.			
4. Assess & document effectiveness of all psychiatric meds patient is given.			
5. Assess & document effectiveness of all groups and therapy.			
6. Parameters for restraint use in LTC setting			
WOUNDS, PRESSURE SORES, SKIN IMPAIRMENTS			
1. Assessment and care of Post Op wounds			
2. Assessment, prevention and care of pressure wounds.			
3. Assessment and documentation of skin conditions and wounds.			
4. Sterile dressing changes			
5. Aseptic dressing changes			
6. Wound irrigation			
7. Use of wound care products			
8. Beds - Air fluidized, low air loss beds			
9. Pressure relieving devices			
10. Staple removal			
11. Suture removal			
CARDIOVASCULAR			
1. Auscultation of heart rate / rhythm			
2. Blood pressure			
3. Doppler			
4. Pulses			

	1	2	3
5. Circulatory checks			
6. CPR			
7. ACLS			
8. Post abdominal aortic bypass			
9. Angina			
10. Aneurysm			
11. Congestive heart failure			
12. Fem-pop bypass			
13. Permanent pacemaker			
14. Post carotic endarterectomy			
15. Post acute MI			
16. Post cardiac surgery			
17. Thrombophlebitis			
18. DVT			
19. Administration of post-op cardiac meds			
PULMONARY			
1. Airway management			
2. Apnea monitor			
3. Differentiate Breath Sounds			
4. Chest tube care			
5. Chest physiotherapy			
6. Incentive spirometry			
7. Inhaler use			
8. Tracheal/nasotracheal suctioning			
9. Oropharangeal suctioning			
10. Oxygen therapy			
11. Pulse Oximetry			
12. Postural drainage & percussion			
13. Pulmonaide use			
14. Sputum specimen collection			
15. Tracheostomy care / suctioning			
16. Ventilator patient care			
NEUROLOGICAL			
1. Neuro checks			
2. Seizure precautions			
3. Dementias			
4. Neuromuscular disease			
5. CVA			
6. DT's			
7. Aneurysm precautions			
8. Anticonvulsants			
9. Antispasmodics			

LPN/LVN
Knowledge & Skills Checklist

Name: _____

	1	2	3
10. Long term spinal cord injuries			
11. Pain control measures			
12. Post craniotomy care			
13. Meningitis			
14. TENS unit			
GASTROINTESTINAL			
1. Tube feeding administration - Bolus			
2. Tube feeding administration - Pump			
3. Medication administration via tube			
4. Bowel prep			
5. G.I. Bleeding			
6. Inflammatory Bowel Disease			
7. Guaiac testing			
8. Assessing nutritional status			
9. Enema administration			
10. Assessment of bowel incontinence			
11. Signs/symptoms of fecal impaction			
12. NG tube care			
13. Assessment of NG tube placement			
14. Colostomy care			
15. Assessment of abdomen			
16. Assessment of Bowel sounds			
17. Post op care - Abdominal surgeries			
ORTHOPEDIC			
1. Circulation assessment			
2. Gait assessment			
3. Range of motion			
4. Continuous passive motion			
5. Cervical collars			
6. Gait belts			
7. Canes / crutches			
8. Slings			
9. Brace application			
10. Traction application			
11. Transfer Boards			
12. Walkers			
13. Wheelchairs			

	1	2	3
14. Prosthesis			
15. Casts and care			
16. Amputation care			
17. Post-arthroscopy care			
18. Pinned fractures			
19. Osteoporosis			
20. Care of total hip replacements			
21. Care of total knee replacements			
22. Rheumatic / Arthritic disease			
URINARY / RENAL			
1. Assessment & care of AV shunt			
2. Post renal surgery			
3. Renal Failure			
4. ESRD			
5. Assessment of urinary incontinence			
6. Assess I & O			
7. Signs & symptoms of UTI			
8. Signs & symptoms of distended bladder			
9. Indwelling catheter insertion - Female			
10. Indwelling catheter insertion - Male			
11. Straight Cath - Male			
12. Straight Cath - Female			
13. Suprapubic catheter care			
14. Urine dipsticks for Ketones			
15. Urine dipsticks for UTI			
EXPERIENCE IN PRIMARY AREAS			
1. Hospitals			
2. Clinics			
3. Nursing Homes			
4. Home Health			
CERTIFICATIONS			
1. BLS			
2. ACLS			
ACCREDITING SCHOOL			
Name of School: _____			

Age Appropriate Nursing Care

Please check the appropriate box(es) for each age group and activity for which you have had experience within the last year.

Age Specific Experiences	Adolescent (13-18 yrs)	Young Adult (19-39 yrs)	Middle Adults (40-64 yrs)	Older Adult (65+ yrs)
1. Understands the normal growth and development for each age group and adapts care accordingly				
2. Understands the different communication needs for each age group and changes communication methods and terminology accordingly				
3. Understands the different safety risks for each age group and alters the environment accordingly				
4. Understands the different medications, dosages and possible side effects for each age group and administers medications appropriately				

The information I have provided in this knowledge and skills checklist is true and accurate to the best of my knowledge.

 Signature

 Date