

Licensed Practical Nurse (Inpatient/Intake)

Job description

Department/Status:

Nursing, Non-exempt

Reporting to

Charge Nurse/Director of Nursing

Reporting of

None

Position summary

The licensed practice nurse (LPN) functions as a member of the multidisciplinary health care team and is responsible for rendering nursing care in terms of individualized client needs, according to dependent and independent nursing functions and conformance with recognized nursing techniques, procedures, and established standards based on the scope of practical nursing, under the direction/delegation of the Charge Nurse. The LPN will maintain a safe and professional standard for patient care according to facility mission, policy and procedure, and in accordance with all external regulatory and credentialing bodies.

Duties and responsibilities**Patient Care:**

- Provides direct patient care on the inpatient psychiatric unit.
- Communicates with medical staff regarding patient symptoms and obtains orders for medication administration upon admit and as needed.
- Documents physicians' orders given by telephone in the medical record and ensures that orders are followed through and carried over to the Medication Administration Record.
- Communicates with Pathology Lab to ensure accurate and complete orders.
- Communicates with Pharmacy to ensure accurate and complete medication administration to all patients on the unit.
- Administers medications utilizing established safety procedures/standards and in compliance with Physician's orders, company policies and regulatory guidelines.
- Ensures patients are effectively assessed prior to and after medication administration.
- Accurately communicates/documents medication doses prescribed.
- Demonstrates knowledge of medications, calculations, and administering techniques.
- Transcribes orders accurately and performs chart audits of transcription accurately and according to facility guidelines.
- Provides medical care as ordered to patients admitted to the inpatient unit.
- Educates patients on medications, dosage guidelines, uses and side effects to ensure informed consent.
- Assists team in managing patient crisis by administering PRN medications directed by physician's orders.
- Participates in all aspects of patient care including Emergency Codes.
- Implements nursing care interventions identified in the individualized multidisciplinary treatment plan using accepted standards of practice in collaboration with other health care providers.
- Performs nursing procedures/treatments as prescribed by physician/LIP
- Performs vital signs/measurement on patients as ordered and as needed based on nursing judgment, and documents same in the medical record.
- Performs patient education group and documents same in medical record.
- Assists patients, as needed, in the performance of activities of daily living.
- Promotes the patient's ability to cope, adapt, and/or solve situations related to illness and/or stressors.
- Provides supportive, age appropriate communication and culturally acceptable interventions and documents special needs.
- Effectively communicates pertinent patient care and symptom findings with other health care members.
- Maintains compliance with Infection Control standards and policies in all aspects of

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patient care.

- Assist with the discharge process by contacting Pharmacy as documented on the discharge summary regarding medications to be filled upon discharge.

Documentation

- Reconciles patient medication lists upon admission and documents in the medical record.
- Completes and documents first dose review with pharmacy.
- Ensures new orders are carried out and documented on the Medication Administration Record (MAR).
- Documents all medications administered in the patient's MAR.
- Documents all missed dosages, refusals and medication errors according to policy, nursing standards, and regulatory guidelines.
- Assist with reassessing patients according to assignments, need, and unit protocol and/or hospital policy under the direction of the registered nurse and documents as needed.
- Accurately and thoroughly documents all findings in the patient record.
- Identifies expected outcomes based on assessment data.

Intake/Admissions

- Monitors and processes referrals in compliance with EMTALA, company policies and procedures and regulatory guidelines.
- Communicates with referral sources and charge nurse during referral and admission process.
- Verifies patient's insurance information including benefits, coverage, limits, billing information, etc.
- Accurately completes all appropriate admission paperwork including obtaining appropriate signatures and reviews information with patient and family.
- Enters information timely and accurately into the patient database system. Prints appropriate documents from database for patient chart.
- Works in a unified manner with internal staff, including Clinical Liaisons and physicians, to ensure referrals and admissions are handled appropriately and to the benefit of the patient.
- Maintains current and accurate patient listing by including room and payer source for distribution to all necessary personnel.
- Maintains accurate referral logs and admission status of all pending admissions.
- Notifies all appropriate departments of census changes, to include admission status, date and time, room changes, transfers, discharges, etc.
- Prepares admission charts/discharged patient packets.
- Create End of Shift Report and distribute to appropriate staff.

Utilization Review

- Obtains and communicates appropriate insurance provider authorizations/statuses timely and accurately.
- Conducts precertification and concurrent reviews and follows through with documentation requests from third party payers.
- Maintains a log of contacts with insurance providers, feedback received and authorizations provided.
- Notifies treatment team of potential reimbursement issues, insurance carrier recommendations and works with medical staff in coordinating peer to peer reviews, as needed.
- Reviews and documents continued stay criteria for admissions within 24 hours of admit and then every 7 days. Findings reported to DON.

Provides and maintains a safe environment.

- Adheres to safety regulations of facility as per policies and procedures and external regulatory/ credentialing bodies.
- Upholds the policies and procedures, mission, vision and philosophy of care while

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maintaining an atmosphere of dignity and respect for clients served within the therapeutic milieu.

- Complies with universal/standard precautions and infection control policies and attends required in-services.
- Follows up on client care responsibilities, communicates incomplete assignments and current client need to staff to assure continuity of care.
- Maintains confidentiality of patient information in compliance with HIPAA guidelines.
- Utilizes nursing resources to enhance evidence based practice
- Utilizes nursing knowledge to successfully meet the needs of the facility, patient population and staff members.

Qualifications

Education/Training

- Graduate of an accredited school of Nursing.
- Valid registration as an LPN in the state.
- Current AHA Healthcare Provider training (BCLS).
- Current CPI training.

Knowledge, skills and abilities

Proficiency in the use of:

- Word processing program
- E-mail
- Internet

Proficiency in the use of office equipment:

- Computer
- Scanner/Fax/Copier

Special Skills and Knowledge Requirements:

- Discretion and independent action within prescribed limits.
- Sound knowledge of nursing practice and leadership abilities
- Excellent verbal and written skills
- Demonstrate the ability to solve practical problems and utilize appropriate steps for problem resolution, ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form, and ability to exercise sound judgment.
- Competent in the areas of interpersonal communications
- Knowledge of Medicare and regulatory and credentialing criteria standards, knowledge of safety standards, spread of organisms, and the adult learning process.
- CPR certified
- CPI certified

Physical Demands and Work Environment

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.

- Frequently required to move about the office and outdoors while interacting with patients, staff, other service providers, and while operating office equipment such as computers, phones, copiers/fax machine, filing cabinets.
- Frequent expressing or exchanging ideas verbally to staff, patients, and other providers.
- Frequently required to grasp, handle or feel; and extend hands and arms in all directions.
- Frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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This position is occasionally performed in outside weather conditions. The employee is occasionally exposed to chemical hazards, respiratory hazards, combative patients and to blood pathogens, body fluids and infectious diseases.

I have reviewed and approved this job description.



Human Resources Director Signature



Director of Nursing Signature

I have read and received a copy of my job description.

Employee Signature

Date