

Position Code 1.

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-CARO CENTER
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Hospitals and Forensic Mental Health Centers
4. Civil Service Position Code Description PRACTICAL NURSE LICENSED-E	10. Division
5. Working Title (What the agency calls the position) LPN	11. Section
6. Name and Position Code Description of Direct Supervisor ; REGISTERED NURSE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor ; REGISTERED NURSE MANAGER-3	13. Work Location (City and Address)/Hours of Work 2040 Chambers Rd., Caro, MI 48723 / days and shifts varies
14. General Summary of Function/Purpose of Position The Licensed Practical Nurse provides skilled nursing services, functions, or tasks under the delegation and supervision of a Registered Nurse, or under the direction of a medical physician. The LPN performs assignments using independent judgement in making decisions where alternatives are determined by established policies and procedures.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary: **Percentage: 20**

Administers medications to patients per physicians orders.

Individual tasks related to the duty:

- Prepares area for setting up medication
- Obtain Med cart, or room and clean area
- Check EMAR for new orders
- Wash hands
- Read medicine sheet carefully and compare with medication containers
- If directions are not understood, consult with RN
- Set up medication and place in patient's med drawer or plastic pin
- Identify patient and give medication, using "7 rights"
- Document on med sheet and progress notes if necessary

Clean medication area and dispose of trash in appropriate areas

Duty 2

General Summary: **Percentage: 10**

Administer nursing procedures to patients according to treatment orders or individual treatment plan

Individual tasks related to the duty:

- Prepare treatment according to directions on order
- Use aseptic techniques and universal precautions with dressings and sterile procedures
- Follow same steps as giving medications
- Refer to Standards of Nursing Practice and R.N., if necessary
- Document on treatment sheet, progress notes, or any special form in the chart
- Leave area of preparation clean

Duty 3

General Summary: **Percentage: 30**

Assist in carrying out rehabilitation and activities for clients/patients, such as role model interactions, development of social skills, development of daily living skills.

Individual tasks related to the duty:

- Refer to patient's Individual Plan of Service
- Role model and therapeutic interaction with client/patient
- Document observation and care given and do data collection sheets

Duty 4

General Summary: **Percentage: 10**

Assist in controlling aggressive or disruptive behavior

Individual tasks related to the duty:

- Use confrontation avoidance; attempt to avoid physical intervention
- Assist with physical intervention, utilizing approved techniques, as necessary
- Document in EMAR if physical intervention is used

Duty 5**General Summary:****Percentage: 20**

Constantly monitor and assist in maintaining a safe, sanitary, and pleasant environment

Individual tasks related to the duty:

- Perform housekeeping assignments with DSA or patients, such as:
- Wash and change beds
- Clean spills
- Help inventory patients' clothing
- Assist with washing and drying clothes
- Make safety rounds
- Report unsafe equipment, furniture, procedures, etc.

Duty 6**General Summary:****Percentage: 10**

Communicate resident/patient's behaviors and responses to treatment with treatment team members and patient's family

Individual tasks related to the duty:

- Document in progress notes
- Family conference with team
- Confer with treatment team members

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Arranging and assisting with activities

When to initiate first aid or emergency procedures; inform team leaders within an appropriate time frame

Behavior control; confrontation avoidance techniques

Assess signs/symptoms of illness and report

Independent decisions in all areas the LPN has a thorough knowledge of and is expected to so

17. Describe the types of decisions that require the supervisor's review.

Giving a change in medication or PRN medication

LPN works under the supervision of an R.N., so all decisions should be communicated to the R.N.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Work is generally performed indoors in a residential or day treatment program area, and occasionally outside. Requires standing, sitting, climbing, stooping, kneeling, reaching, lifting, carrying, walking, running, and bending. Percentages change daily.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Medication preparation and administration; administration of nursing procedures; documentation; direct patient care; environmental monitoring; confrontation avoidance and physical intervention as necessary. Required to work overtime and relief assignments as assigned.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

We are updating the PD to get it into the system and to use for recruitment purposes, and the duties and responsibilities remain consistent with the LPN duties required of the position.

25. What is the function of the work area and how does this position fit into that function?

The work area provides mental health care for mentally ill or developmentally disabled individuals in a residential inpatient setting. This position provides Licensed Practical Nursing services and direct patient care in support of that program.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a certificate from a practical nursing education program accepted for licensure by the Michigan Board of Nursing.

EXPERIENCE:

Practical Nurse-Licensed E9

No specific type or amount is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of practical nursing techniques and methods; knowledge of medication and treatments; basic knowledge of infection control, universal precautions, and proficient in following verbal and written instructions; ability to assess patient for signs/symptoms of physical illness and change in mental condition. Knowledge of forensic related issues, security related matters, and channels of communication. Knowledge of and ability to implement CPR, confrontation avoidance, and approved physical intervention.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

CERTIFICATES, LICENSES, REGISTRATIONS:

Michigan licensure as a Practical Nurse

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

I concur with above statements.

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date