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|  | <b>Job Title:</b>               | <b>Licensed Practical Nurse</b> |
|   | <b>Classification:</b>          | <b>Non-Exempt</b>               |
|   | <b>Original Effective Date:</b> | <b>08/01/2023</b>               |
|   | <b>Revision Dates:</b>          |                                 |
|   | <b>Job Code:</b>                | <b># NR37.NY</b>                |

- I. **SUMMARY/OBJECTIVE:** Provide excellent and quality nursing care to patients in the assigned work facility in accordance with the Company's policies and procedures, established nursing standards, and applicable scope of practice limitations.
- II. **REPORTS TO:** Health Services Administrator and Director of Nursing / Assistant Director of Nursing, where applicable, while also performing duties under supervision of the Medical Director or other mid-level practitioner (i.e., PA-C or CRNP) pursuant to protocols established by the Medical Director.
- III. **SUPERVISES:** Not applicable.
- IV. **QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:**
  - i. Proof of a valid nursing license from the state of your assigned facility.
  - ii. Proof of graduation from an accredited program applicable to this job title.
  - iii. Experience in health care delivery system preferred.
- V. **COMPETENCY REQUIREMENTS:**
  - i. Effective communication skills, both written and verbal.
  - ii. Ability for clinical decision-making, clinical competency, and to function independently within scope of clinical practice.
  - iii. Ability to collaborate effectively as part of an interdisciplinary team.
  - iv. Ability to use an electronic medical record.
- VI. **DUTIES AND RESPONSIBILITIES (\* indicates an essential function):**

This job description is not designed to cover or contain a comprehensive listing of duties, responsibilities, or activities that are required of the employee. Duties, responsibilities, and

activities may change, or new ones may be assigned at any time with or without notice. You may be asked by your supervisor or manager to perform other duties.

- i. \* Monitors and evaluates nursing care delivery in accordance with Company policies and procedures. Ensures that nursing practice complies with established nursing standards.
- ii. \* Assesses and provides comprehensive nursing care and nursing plans designed to promote, maintain, and restore the well-being of the patient while observing and maintaining security requirements.
- iii. \* Maintains a professional working relationship with facility staff, contracted providers, outside services providers and Company staff.
- iv. \* Makes use of and adheres to established Company and facility policies and procedures in clinical practice. Uses factual data and sound independent judgment in meeting and performing the duties and responsibilities of a staff nurse.
- v. \* Administers immunizations, tuberculin testing, basic and advanced first aid, cardiopulmonary resuscitation, visual acuity, and oxygen, when indicated.
- vi. \* Performs twelve (12) lead electrocardiograms and assembles results for interpretation by a provider.
- vii. \* Administers treatment, collects laboratory specimens, and administers medications as prescribed by a provider.
- viii. \* Observes, reports, and documents symptoms, reactions, and progress of inmates/patients and participates in the formulation of the plan of nursing care.
- ix. \* Takes vital signs, completes assessments, and documents findings in the medical record of all patients housed in the medical unit and/or mental health unit.
- x. \* Performs initial patient receiving screenings (as permitted by applicable state regulations), according to established Company policies and procedures.
- xi. \* Ensures strict compliance with all applicable pharmacy regulations. Maintains accurate records of all controlled substances, narcotics, and sharps in accordance with Company policy and applicable state and federal regulations.
- xii. Makes appropriate clinical referrals to Company providers as clinically indicated.
- xiii. Ensures that the proper flow of relevant information (i.e., patient information, facility problems) is disseminated to appropriate personnel. Participates in inter-shift reports to

ensure continuity of care is maintained and pertinent patient information is disseminated for the necessary functioning of the oncoming shift.

- xiv. Maintains confidentiality at all times.
- xv. Participates in Quality Assurance Committee activities as assigned.
- xvi. Monitors and makes recommendations to improve operational efficiencies and cost containment effectiveness.
- xvii. Monitors stock inventories of supplies and equipment and alerts Health Services Administrator, or designee, of needs.
- xviii. Attends scheduled meetings as required.
- xix. Perform all other duties as assigned or delegated by management.

## **VII. POSITION REQUIREMENTS:**

Individuals with disabilities which make them unable to meet the physical requirements or perform the duties and responsibilities as listed above will still be considered fully qualified if they can perform the essential functions of the job with a reasonable accommodation.

- i. \*Must be able to push/pull/lift a minimum of twenty-five (25) pounds.
- ii. \*Must be able to timely respond to emergency situations throughout the correctional facility and be able to perform lifesaving measures, such as CPR, on patients in either a standing, kneeling, or bent position for at least twenty (20) minutes.
- iii. \* Flexibility in work schedule is required as is temporary flexibility in work location(s).
- iv. Prolonged periods of standing and/or walking.
- v. Prolonged periods of sitting at a desk and working at a computer.

VIII. **EMPLOYER'S RIGHTS:** This job description is not a contract for employment and either you or the Company may terminate employment at any time, for any reason.

I have received and read the job description and understand the scope of the duties and responsibilities.

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Employee's Printed Name

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Employee's Signature

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Date