



## JOB DESCRIPTION LICENSED PRACTICAL NURSE APPRENTICE

**Apply Online:** <https://nelsoncountyhealthsystem.org/who-we-are/employment-application.html>

### **Nelson County Health System**

Established in 1917, Nelson County Health System (NCHS) is the only hospital in Nelson County. Licensed by the state of North Dakota and certified by Medicare and Medicaid, NCHS consists of:

- Critical Access Hospital (CAH),
- Two Rural Health Clinics,
- Long Term Care Skilled Nursing Facility 39-bed,
- Assisted Living Facility 12-unit,
- Home Care Qualified Service Provider (QSP)

NCHS mission is to enhance the health status and quality of life for residents and communities served.

NCHS includes licensed and certified staff, consisting of nurse practitioners, nurses, nursing assistants, paramedics, laboratory, radiology, respiratory, and ancillary staff, and provides preventative, chronic, emergency, and outpatient services.

**REPORTS TO: DON CC**      Non-Exempt    Job number: 340      Job Code: 0170003

**JOB SUMMARY:** Provide primary care to residents in accordance with physician orders, facility protocols, and written plans of care under the direction of the registered nurse.

### **DUTIES/RESPONSIBILITIES:**

- Treat everyone with dignity and respect.
- Promote and protect all patient/resident rights.
- Maintain confidentiality of protected health information, including verbal, written, and electronic communications.
- Demonstrate professional behavior while on duty in any setting.
- Obtain physician orders for care and treatment. Transcribe and initiate orders appropriately. Assemble treatment supplies and equipment.
- Administer medication per facility policy and licensure regulations, and complete appropriate documentation.
- Contribute to and assist in implementing plan of care that reflects the resident's physical, psychological, social, educational, developmental and rehabilitative needs based on resident's age, ethnic origin, economic status, lifestyle, creed or philosophical beliefs.
- Contribute to the assessment of the health status of resident, including interactions with family members by collecting basic subjective and objective data from observations and interviews, including taking vital signs and reporting and recording appropriately.

Identify basic signs and symptoms of deviation from normal health status and provides basic information for use in identification of problems and needs.

Report and act on the patient's self-report/symptoms of pain promptly according to standard operating procedure.

Assist with admission, discharge, or care of residents.

Participate in the orientation of other NCHS employees.

Participate, as requested/required in staff development, inservice, and other educational and related activities

Perform administrative duties as assigned including supervision of CNA, CNA/MT.

**LICENSURE/CERTIFICATION REQUIREMENT:** Current North Dakota Licensed Practical Nursing license. Basic Life Support (BLS).

The employee is to maintain all applicable education, licensure, certification or registration requirements.

**QUALIFICATIONS /ABILITIES:** Successful completion of an accredited Licensed Practical Nurse program. Ability to gain proficiency in NCHS's software programs as applicable.

Demonstrate the ability to communicate effectively both verbally and in written format. Demonstrate a high level of interpersonal skills and be able to communicate effectively with individuals throughout NCHS.

Demonstrate competency and ability to carry out department specific functions in accordance with department's standards of care, policies and procedures.

Demonstrate knowledge and understanding of and compliance with:

- Infection control policies and procedures for position
- All pertinent safety, health and environmental policies, procedures and guidelines.
- Working safely, without causing harm or risk to self, others or property.
- The work environment and all safety procedures.
- Prompt reporting of unsafe practices, procedures, accident/injuries, complaints or any other safety violations.
- The appropriate use of all safety equipment and personal protective equipment

**WORKING CONDITIONS:** Variable shifts, variable weekday, rotating weekend and holiday. Indoor at Care Center, outdoor to accompany resident on transfer off campus.

**JOB EXPOSURES:** May be subjected to occupational health hazards including but not limited to odors, chemicals, infectious diseases, infectious wastes, sharps and body fluids and physical, psychological and emotional stress.

**PHYSICAL REQUIREMENTS:** Meet general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases.

Ability to lift, move, push or pull 40 pounds.

Hand Functions- grasp and pinch frequently

Visual -optimal vision required to read information, reports, instructions, labels etc.

Verbal and auditory- must communicate effectively with resident, families, physicians and other staff

Frequent standing and walking, bending and working at all levels for extended periods.

**Functional Assessment:** This position requires the ability to perform essential job functions with or without reasonable accommodations.

**Employee Statement of Understanding:** This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned. Periodic revision may be necessary to reflect changes in expectations placed on the health

care industry by various governmental agencies. This job description will be reviewed and/or revised annually and as needed.

I have read and understand the job description for my position. I agree to comply with all NCHS policies, laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my director or the Corporate Compliance Officer (Administrator)

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Employee

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Date

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CEO/Administrator

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Date

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Or Contact Janet at 701-322-4328 ext 222