



HEART OF AMERICA
MEDICAL CENTER



JOB DESCRIPTION

JOB Title: LPN Apprenticeship

ABOUT: Heart of America Medical Center is a small critical access hospital, located in Rugby, ND, with a wide array of services to meet the needs of the communities we serve. Our size allows us to be nimble and reactive to the needs of our communities and assure that we are providing the personalized care our patients deserve. It is the dedication and experience of our staff and providers that assure our success in providing this care.

Rugby, ND is a rural community located 60 miles West of Devils Lake. Even with the small size this community has everything you need. Agriculture is the largest segment of the economy, followed by retail trade, health services, professional services, and transportation. Rugby supports both private and public school opportunities. Rugby high school was renovated in 2012 and the elementary school is scheduled to have a completed renovation and expansion in the fall of 2023. The local lakes offer fishing, swimming, and camping. Community recreational facilities include our parks, a swimming pool, an auto race track, indoor and outdoor skating rinks, ball field, tennis courts, one of the regions best golf courses, a trap shooting range, and a paved walking path and nature trail.

See the video to see what its like living in Rugby and working at HAMC! Copy the link below.
<https://www.youtube.com/watch?v=-bvSZhEkr2M&t=1s>

JOB SUMMARY: The LPN apprenticeship is a partnership between Heart of America Medical Center and Lake Region State College. The applicant must be accepted into Lake Region State College LPN program prior to applying for this position.

This position moves through position moves though three steps of apprenticeship, each acquired based on knowledge and skills lake region State College's academic program. The LPN apprentice performs skill sunder the supervision of a Registered Nurse (RN) onsite.

QUALIFICATIONS:

- Enrolled in Lake Region State College LPN Apprenticeship Program
- BLS certification required.

JOB RESPONSIBILITIES:

- Hardwiring Excellence – responsible to know and adhere to evidence-based leadership to achieve excellence.
- Professional attitude, leadership role and team member abilities. Maintains a positive professional role throughout the facility and community.
- Familiarizes self with and adheres to all facility and department safety policies and procedures.
- Promotes a culture of safety to improve employee safety.

- Safeguarding the privacy and security of protected health information (PHI) in any form including electronic, written, or oral.
- Responsible for the management of patient care provided to assigned patients
- Communicates and works with nursing personnel in an organized manner while prioritizing and coordinating patient's needs.
- Maintains communication with patients, families, physicians, and nursing personnel. Follows appropriate lines of authority in communication.
- Displays and promotes professional behavior, reflecting a positive attitude, promoting cooperation and morale.
- Maintains professional confidence concerning patient information.
- Assists medical staff with rounds and procedures, providing them with accurate data in patient status.
- Transcribes and observes physician orders accurately.
- Knowledgeable regarding use of medical equipment and safety factors.
- Initiates patient plan of care by identifying needs of the patient setting goals, and listing methods of intervention utilizing kardex care plans, standards of care and critical pathways.
- Communicates with other departments regarding their role in meeting the patients needs as it relates to education and discharge planning. Involves patient and family as necessary.
- Completes discharge plan and provides copy to the patient and/or family as appropriate
- Documents thoroughly and appropriately on the patient record.
- All other duties as assigned.

TYPICAL WORKING CONDITIONS: Work takes place on Acute, Med-Surg, Swingbed, Long Term Care, Basic Care. This staff is involved in the management and delivery of patient care. Will be required to follow HAMC Safety policies and procedures and use all Safety equipment correctly when applicable.

AGES OF POPULATION SERVED: Geriatrics, Adult, Adolescent, Pediatric, Newborn

TYPICAL PHYSICAL DEMANDS: Requires full range of body motion, standing and walking for extensive periods of time and occasional lifting and carrying of items weighing up to 50 pounds. Requires corrected vision and hearing to normal range. Requires working under stressful conditions intermittently. Requires some exposure to communicable disease or bodily fluids.

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