



ALASKA NATIVE TRIBAL HEALTH CONSORTIUM
 Office of Human Resources
 4000 Ambassador Drive
 Anchorage, Alaska 99508
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LICENSED PRACTICAL NURSE	
Department: Cardiology	ICPA Level: 1
Division: ANMC	Last Updated: December 4, 2006
FLSA <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Approved Date:

JOB DEFINITION: Under general supervision, provides professional nursing services to accomplish the individual patient plan of care, and support the operations of the ANMC and allied clinics.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Administers general nursing care to patients in a hospital or clinic setting. Provides support for RN. Performs nursing procedures and prescribed medical treatments. Observes and assesses patients' conditions and behavior; assures patient safety and stability; reports significant changes to RN or physician; records nursing notes on patient chart. Gives first aid as needed. Interviews and observes patients to ascertain medical history and current condition; reviews patients' records; takes vital signs, assesses current condition and pain level. Administers injections and medications. Performs a variety of medical tests and patient care treatments. Reviews physician's orders, develops and executes patient care plan, and reports progress and unusual occurrences. Records and reports all information within scope of authority. Provides medical case management according to specific program and physician guidelines.

Prepares patients for physician's examination, and assists in examination and treatment of patient. Prepares room and equipment for use by Physicians; assures sterilization and cleanliness of instruments and the environment. Maintains records, inventory and physical security of drugs and medical supplies; orders and requests supplies as needed. Performs simple laboratory work, and prepares specimens for laboratory; reviews laboratory tests results; notifies patients of test results, and physicians of critical lab values. Instructs individual patients and family on follow-up care, hygiene, general health care, and treatment of specific medical conditions. Coordinates and assists with discharge planning. Collects and enters patient care data into patient charts and computer systems.

Performs administrative duties; receives, logs in and files a variety of reports, client charts, client interactions and other documents. Enters patient care information into computer system, and reviews for accuracy.

Performs other duties as assigned or required.

LICENSED PRACTICAL NURSE

KNOWLEDGE and SKILLS:

- Knowledge of modern nursing principles, techniques, and procedures for the care of patients.
- Knowledge of medical terminology, anatomy, physiology and concepts of disease.
- Knowledge of Alaskan culture.

- Skill in providing effective nursing care, assessing patient situations and taking effective courses of action.
- Skill in providing first aid and cardio pulmonary resuscitation.
- Skill in operating a personal computer utilizing a variety of software applications.

MINIMUM QUALIFICATIONS: An Associate's Degree in Nursing; **AND** one (1) year of clinical care or nursing internship experience; OR an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS: Must be licensed as a Practical Nurse (LPN) by the State of Alaska, and remain active with all annual licensing requirements. Work involves the potential for exposure to infectious diseases. Some non-standard work hours are required. ANMC is not a latex free environment. Therefore, some latex exposure can be expected.

AGE SPECIFICS: Provides care to the following age groups:

<input type="checkbox"/> new born (0-28 days)	<input type="checkbox"/> infant (29 days –1 yr)	<input type="checkbox"/> child (1-12 years)
<input type="checkbox"/> adolescent (12-18 years)	<input type="checkbox"/> adult (18-64 years)	<input type="checkbox"/> geriatric
<input type="checkbox"/> maternal/ neonatal	<input type="checkbox"/> none	

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Acknowledgment

Date

Print Employee Name

Date

Supervisor Signature

Date