



Sub-Acute Saratoga Children's Hospital
Licensed Vocational Nurse (LVN)
Job Description

Position, Purpose, and Summary

- The LVN is a professional caregiver who assumes the responsibility and accountability for a group of patients for a designated time frame and provides care to these patients via therapeutic use of self, the nursing process, the environment/instrumentation, and other health care team members.

Delegation of Authority

- As a staff nurse, employee is delegated the administrative authority, responsibility, and accountability necessary for carrying out assigned duties.

Accountable to

- Shift Supervisor

Qualifications

- Graduate of an accredited school of Nursing
- Current LVN Licensure in the State of California
- B.L.S. Proficiency
- PALS within 90 days of hire date

Job Functions

- Every effort has been made to make job descriptions as complete as possible. However, it in no way states or implies that these are the only duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position. Additionally, employee will plan patient care needs using an interdisciplinary approach and follow shift-specific responsibilities.

Requirements

- Must be able to read, write, speak and understand the English language.
- Able to make independent decisions when circumstances warrant such action.
- Possess the ability to deal tactfully with personnel, residents, family members and visitors to facility.
- Knowledgeable of nursing and medical practices and procedures as well as laws, regulations and guidelines that pertain to long term care.

- Possess leadership and supervisory ability and willingness to work harmoniously with professional and non-professional personnel.
- Possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies, and procedures that are necessary for quality care.
- Must have patience, tact, a cheerful disposition and enthusiasm, as well as a willingness to handle difficult patients.
- Must be willing to seek out new methods and principles and be willing to incorporate them into existing nursing practices.
- Be able to relate appropriate information concerning a patient's condition.

Physical and Sensory Requirements

- Be able to move intermittently throughout the workday.
- Be able to cope with mental and emotional stress of the position.
- Be in good health and demonstrate emotional stability.
- Must be able to relate to and work with the ill, disabled children, emotionally upset and at times hostile people within the facility.
- Must be able to lift, push, pull and move a minimum of 50 lbs.
- Must be able to assist in evacuation of residents during emergency situation.
- Perform tasks listed above with or without the aid of mechanical devices.

Basic Duties and Responsibilities

- Count all narcotics/controlled substances at the beginning and end of each shift.
- Check assignment sheet at the beginning and end of each shift.
- Receive report from off going nurse. Report exchange includes walking rounds, Kardex review, new orders review, skin and change of condition alerts.
- Do initial total body assessment on each patient.
- Administer all meds and treatments as prescribed by Doctor and document patient's response to meds and treatments.
- Make sure there are enough meds for incoming shift and the next day.
- Be sure to make supervisor/charge nurse are aware that you are asking to have meds refilled and note time they were phoned in on pharmacy book.
- Document on patient's flow sheet every 2 hours or more often if needed.
- Complete all documentation such as nursing flow sheets, weekly Summary and care plans.
- Demonstrate clinical competency in nursing care to technically dependent children (i.e.: children with tracheotomies, G-Tubes, J-Tubes).
- Notify Supervisor, Physician, and Responsible Party of any changes in patient's condition.
- Complete verbal and written overview report with supervisor.
- May start Peripheral IV lines after completing IV certification.
- May flush and discontinue Peripheral IV lines excluding PICC lines.
- May hang basic IV solutions including those containing potassium.
- May hang blood and blood products per protocol.
- Prepare all IV's for RN to hang. (i.e. proper tubing, filters, saline, and heparin solutions should be ready).
- Check availability of all scheduled IV meds in refrigerator in IV room and inform RN.
- Check all infusing IV's for redness, swelling, tenderness every 2 hours.
- Check all other IV sites for redness, swelling, and drainage and report appropriately.

- Must complete IV documentation sheet and I and O sheet.
- Must have working knowledge of IV pumps.
- Will change dressing on all peripheral IV's per protocol.

Contact Information:

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