



HopeWay Job Description: Licensed Practical Nurse

Scope of Practice:

The Licensed Practical Nurse provides high quality, evidenced based nursing care for residential clients at HopeWay Foundation. Licensed Practical Nursing care is defined by North Carolina state law and regulations, inclusive of the Nurse Practice Act. Licensed Practical Nursing care is provided in accordance with HopeWay Foundation established standards of care, policies, procedures, and protocols. The Licensed Practical Nurse practices under the general direction of the Registered Nurse and Director of Nursing (in consultation with the Director of Medical Services).

Summary:

The Licensed Practical Nurse provides comprehensive, (mental and physical health) nursing care that encompasses the full scope of nursing practice consisting of skillful participation in client assessment, multidisciplinary treatment planning, teaching and counseling, implementation of care, evaluation of outcomes, reporting and recording all aspects of care, and collaborating with other health care providers. The Licensed Practical Nurse provides for the maintenance of a safe and clean working environment and performs all related job responsibilities in a safe and effective manner. The Licensed Practical Nurse assists in delegation of those who perform nursing functions and/or are administering nursing under the supervision of the registered nurse and/or Director of Nursing.

Primary Responsibilities:

- Performs initial and on-going nursing assessment
- Collects subjective and objective data pertinent to client's biophysical, psychological, sociological, and spiritual health.
- Participates in the verification and analysis of assessment data in order to recognize existing relationships between the data gathered and the client's health condition.
- Identifies client's need for immediate nursing interventions. Participates in making decisions regarding the implementation of nursing intervention, medical orders, and plan of care by suggesting client specific goals and interventions.
- Implements care in accordance to a prescribed plan (as assigned by the multidisciplinary team), consistent with an environment conducive to best practices of client health and safety.
- Coordinates delivery of nursing care by assigning and delegating nursing activities of other qualified unlicensed personnel in accordance with legal and policy parameters. Monitors duties performed by Behavioral Health Technicians, under the general direction of the Director of Nursing to ascertain that tasks have been completed according to policy and procedure.
- Recognizes client responses and effectiveness of nursing interventions toward attainment of identified outcomes.
- Modifies immediate nursing interventions based on upon changes in the client's condition. And proposes modifications to the plan of care to the multidisciplinary treatment team.
- Reports and records all pertinent clinical information that accurately describes symptoms, observations and all aspects of nursing care on the appropriate client record, and or other clinical documents, within a time period consistent with the client's need for care.
- Directs and documents communication information to other persons responsible for, or involved in, the care of the client within a time period consistent with the client's need for care.
- Collaborates and works cooperatively with multi-disciplinary team.



- Participates in the teaching and counseling of clients and families as assigned regarding health status and health care by providing medical information and education to clients through the implementation of established teaching plans or protocols.
- Accepts responsibility for self and individual nursing actions, competence, and behaviors.

Performance Requirements:

- Collects information obtained from client interviews, behavioral observations, and other available data to complete outlined nursing admission assessments as well as on-going routine client assessments (which address comprehensive data including psychiatric, substance abuse, physical, functional, psychosocial, emotional, cognitive, sexual, cultural, age-related, environmental, spiritual, and economic).
- Identifies client behaviors and special needs associated with client population. Completes initial and ongoing individualized safety assessments to participate in determining the frequency and degree of client observation.
- Identifies and anticipates psychiatric emergencies and behavioral disruptiveness. Provides ongoing assessment of client behaviors that may reflect a significant risk of harm to self or others and/or behaviors that significantly compromise the ability of clients to participate in treatment.
- Assesses suicide risk on admission, at discharge, and when clinical concerns arise that warrant an assessment. Recognizes behaviors that warrant further assessment and communicates in timely manner. Prioritizes safety planning and follows proper policy and procedures to manage suicide risk when needed.
- Recognizes emergent and non-emergent medical needs and takes immediate action following the emergency management procedures and/or communicates client assessment and medical concerns to provider in a timely manner.
- Assesses and documents neurological status of clients through neurological assessments as indicated or ordered by provider.
- Incorporates effective clinical interviewing skills that facilitate development of a therapeutic relationship.
- Prioritizes data collection activities based on the client's immediate condition while anticipating needs.
- Uses therapeutic principles to understand and make inferences about client's emotions, thoughts, behaviors, and condition.
- Participates in the development of individualized treatment plans for the care, treatment, and service of clients that reflect the assessed needs, strengths, preferences and goals of each client.
- Executes individualized treatments as determined by licensed health care providers.
- Adheres to discharge plan, while assisting client with discharge transition. Completes client discharge based on Discharge policy and procedure.
- Accepts and transcribes verbal, telephone, and written orders for licensed healthcare providers.
- Transcribes and administers medications as ordered by licensed health care provider. Assesses and records responses and any reactions, based on the Medication Administration policy and procedure.
- Adheres to Medication Management policy and procedure in handling, storing, administering, monitoring, and managing client medications from admission to discharge.
- Initiates and/or completes diagnostic tests per licensed healthcare provider order. Collects specimens by non-invasive and invasive techniques, and preserves specimens for testing.
- Completes laboratory and radiology requisitions and other specialized test forms. Files returned diagnostic reports after licensed healthcare provider review.



- Maintains client files and prepares and assembles file prior to client appointments.
- Maintains medical supplies and equipment. Ensures proper functioning of equipment by visual inspection and routine testing. Assists with ordering and distribution of medical supplies and equipment.
- Performs functions related to client care such as, for example, performing first aid, sterile technique, basic wound care, and suture/staple removal, pulse oximetry, humidification therapy, oxygen therapy via mask or nasal cannula, application of basic orthopedic devices, ear washes and/or EKGs.
- Assists licensed healthcare providers with examinations and treatments by selecting and passing instruments, providing support to client, and/or draping and other assistance as directed/required.
- Intervenes quickly and appropriately utilizing effective verbal de-escalation skills and follows proper procedures and protocol in the event of psychiatric or behavioral emergencies.
- Maintains a safe and therapeutic environment for clients and staff by following and implementing best safety practices including client observation level, infection control, and search and seizure policies.
- Identifies client's response to nursing actions and documents client's responses in the medical record.
- Communicates current healthcare status and any changes in client status, including abnormal diagnostic test results, to healthcare providers, and notifies Director of Nursing and on call provider of any acute changes in client status.
- Documents client's symptoms, observations, and therapeutic treatments in client record.
- Generates Medication Administration Record (MAR) upon client's admission, and updates and revises MAR as orders are changed.
- Reviews, explains, and clarifies licensed healthcare provider orders with client.
- Promotes client's ability to make informed decisions and assists the client to reach an optimum level of health functioning in self-care.
- Participates in providing information and education regarding health status and health care to clients by way of individual and group education sessions, following established protocols and guidelines.
- Identifies barriers to learning and reports barriers to multidisciplinary treatment team.
- Serves as the client's advocate, with attention to each client's right and responsibilities.
- Communicates with client's families after consultation with licensed healthcare providers, and documents communication in client medical record.
- Participates in orientation of other licensed and unlicensed personnel including Licensed Practical Nurses and Behavioral Health Technicians, under the general direction of the Director of Nursing related to specific job assignments.
- Maintains up to date knowledge of the mission, vision, values, standards, and policy and procedures of HopeWay Foundation.
- Maintains accountability for personal competencies and participates in all mandatory meetings and in-service programs.

General Competencies:

- Works with professionalism, respect, and integrity.
- Is caring and compassionate.
- Displays a strong work ethic.
- Is a strong team player.
- Exhibits excellent customer service toward internal/external clients, visitors, contractors, licensed healthcare providers, and coworkers by demonstrating skills which are consistent with the organization's philosophy regarding extraordinary customer relations and quality of service.



- Communicates effectively in a variety of formats in all areas of practice.
- Demonstrates a high degree of flexibility, cooperation, and willingness to assist others.
- Deals well with ambiguity.
- Manages difficult or conflict situations constructively and seeks appropriate assistance.

Core Competencies:

- Professional nursing principles, procedures, and techniques used in the care and treatment of mental health/psychiatric and substance abuse clients
- Symptoms and behavior patterns of psychiatrically ill clients.
- Social, psychological, and physical factors of mental and psychiatric disorders.
- Medical and psychological terminology.
- Medications, including psychotropic medications.
- Medication usage, effects, indications, and contraindications.
- Control, preparation, and administration of medications.
- DSM 5 criteria and standards of care.
- Medical and psychiatric emergencies and protocols.
- State of North Carolina laws, National License Compact, and regulations for nursing profession as well as regulations pertaining specifically to psychiatric nursing and the treatment of the mentally ill client.
- Basic computer programs, MS Office, and electronic health records.

Special Competencies:

- Communicate and implement safety procedures for disaster, fire and unplanned incidents and emergencies.
- Participate in facility wide committees.
- Multi-task in fast-paced work environment.
- Use professional judgment to ascertain and to apply appropriate intervention techniques with clients in crisis.
- Communicate effectively with a variety of individuals and function calmly in situations which require a high degree of sensitivity, tact, and diplomacy.
- Willingness and competence in transporting and monitoring clients during offsite therapeutic outings and events.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Physical Requirements:

- Ability to sit, use manual dexterity, clearly communicate, hear continually, and smell continually
- Ability to stand, walk, bend, push/pull and reach frequently
- Ability to climb or balance, stoop, kneel, and/or crouch occasionally
- Ability to frequently lift and carry up to 10 lbs. and occasionally lift and carry up to 25 lbs. in handling clients, medical equipment and supplies.
- Close vision required to see computer monitor, read documents, and operate copy and fax machine.
- Distance vision required to drive an automobile.
- Work environment is indoors and climate controlled; occasionally exposed to outdoor weather conditions.
- Ability to tolerate moderate noise levels, as found in a business office with computer printers; household televisions and dishwashers; and driving in light traffic.
- Ability to use critical thinking and concentration.

Education/Experience:

- Graduate from an approved Licensed Practical Nursing program.
- Two or more years of experience in an ambulatory care setting required.
- Minimum of two years of experience working in a behavioral health/psychiatric care setting preferred.



Licensure & Certification:

- Current, unrestricted LPN license in the State of North Carolina or; if declaring a National License Compact (NLC) state as primary residency, meet the licensure requirements in home state.
- Current American Heart Association or American Red Cross Basic Life Support (BLS) certification or ability to obtain certification before start date.
- Current American Heart Association or American Red Cross First Aid certification or ability to obtain certification before start date.
- Current verbal de-escalation training/certification or ability to obtain certification before start date.
- Valid North Carolina or South Carolina driver's license.

Additional Requirements:

- Current physical exam
- Current PPD/TB screening and other immunizations as required
- If in recovery, a minimum of two years clean and sober
- Other duties as assigned and required.

Protected Health Information:

- Complies with HIPPA and CFR 42 Part 2 rules and regulations
- Utilizes the Minimum Necessary Standard when (1) accessing protected health information (PHI) in the performance of job duties; and/or (2) disclosing PHI for treatment, payment, and/or operations purposes
- Verbal, written and electronic PHI access has been determined based on position level and responsibility within HopeWay
- Electronic PHI access has been determined as described above and is controlled via unique user login and password.

The above statements are intended to describe the general nature and level of work being performed by staff assigned this job classification. They are not to be construed as an all-inclusive list of all duties, skills, and responsibilities of staff so assigned.

HopeWay Foundation is an Equal Opportunity Employer