



Job Title
Licensed Practical Nurse

Department	Reports To	Prepared By	Approved By	Last Modified
Nursing Division	S. Simmons	K. Shropshire	K. Shropshire	2019-02-01

Job Summary

Cares for ill, injured, or convalescing patients or persons with disabilities in hospitals and similar institutions.

General Accountabilities

- Administers prescribed medications or starts intravenous fluids, noting times and amounts on patients' charts.
- Observes patients, charting and reporting changes in patients' conditions.
- Answers patients' calls and determines how to assist them.
- Measures and records patients' vital signs.
- Provides basic patient care or treatments.
- Works as part of a healthcare team to assess patient needs, plan and modify care, and implement interventions.
- Supervises nurses' aides or assistants.
- Assembles and uses equipment, such as catheters, tracheotomy tubes, or oxygen suppliers.
- Records food and fluid intake and output.
- Collects samples, such as blood and urine from patients, and performs routine laboratory tests on samples.
- Prepares patients for examinations, tests, or treatments and explain procedures.
- Helps patients with bathing, dressing, maintaining personal hygiene, moving in bed, or standing and walking.
- Sterilizes equipment and supplies.
- Encourages patients to do things for themselves to retain feelings of independence.
- Expected to be reliable and punctual in reporting for scheduled work. Staff must report on time and check in with the front desk of each assignment placement daily and per each shift.
- Staff must be cleaned and well groomed.
- Staff must wear the appropriate uniform specific to their assignment along with an Exquisite Staffing Solutions name badge.
- Staff should educate themselves on the policies, procedures and process of each assignment to ensure compliance and the highest delivery of service to ESS, LLC. clientele.
- *The company reserves the right to add or change duties at any time.

Job Qualifications

- Education: Associate degree in nursing
- Experience: LPN license with 1-2 years of related experience

Skills

- Excellent verbal and written communication
- Service orientation
- Active listening
- Social perceptiveness
- Coordination
- Monitoring

Employee Signature: _____ Date: _____