



**JOB DESCRIPTION  
IDAHO ELKS REHABILITATION HOSPITAL**

JOB TITLE	Licensed Practical Nurse	WORK SCHEDULE	Varies, non-exempt
DEPARTMENT	Nursing	REPORTING STAFF	None
SUPERVISOR	Shift Manager	POSITION NUMBER	15101

This document reflects Idaho Elks Rehabilitation Hospital's best effort to describe the essential functions and essential qualifications of the position described. Nothing in this document is intended to exclude the opportunity for modifications or adjustment to the job or the manner of performing it consistent with the requirements to provide reasonable accommodation to the disabled. **With or without accommodation the essential functions must be performed.** Should you be unable to accomplish any function you may request reasonable accommodation pursuant to the American's with Disabilities Act and the Idaho Human Rights Act. If you are selected for an interview, you should present your request for reasonable accommodation accompanied by a description of how you propose to perform the essential functions.

The content of this document is not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

**If you have any questions regarding this information, please contact the Employee Services Office.**

**IERH Core Values** - the performance of **all** members of the Idaho Elks Rehabilitation Hospital team is based on the following requirements:

*INTEGRITY* - Demonstrate our ethics by telling the truth, keeping commitments, and having the courage to always do the right thing. We respect the privacy, property, and choices of everyone.

*EXCELLENCE* - Work as a team and support each other to help our patients achieve the best outcomes.

*RESOURCEFULNESS* - Challenge ourselves to provide the best care and treatment for our patients, creating new ways to reach goals through improved techniques, flexible management, and the efficient use of resources.

*HUMANITY* - Provide compassionate care for all who are in need of our services regardless of race, gender, national origin, religion, or ability to pay.

**POSITION STATEMENT** - Describes the general, overall purpose of the position.

Provides nursing care at the direction of a registered nurse under guidelines established by the hospital. Is personally responsible and accountable for all actions taken in carrying out direct care activities. Initiate, modify, and provide ongoing assessment and care within the scope of practice; contributes to and follows the patient plan of care to ensure favorable patient outcomes.

**ESSENTIAL QUALIFICATIONS** - Requirements an individual must meet in order to be eligible for the position, including knowledge, skills, education, experience, and certification/registration/licensure.

- Graduate Practical Nurse (paid at 90% of base wage for LPN pay grade until permanent LPN license has been received- has until temporary license expires).
- Graduated from an accredited school of practical nursing.
- Currently licensed as an LPN in the state of Idaho.
- Current CPR certification.

**NON-ESSENTIAL QUALIFICATIONS** - Attributes that will enhance an individual's chance for success in the position.

- Previous experience working in rehabilitation nursing.
- Recent clinical experience strongly preferred.

**ESSENTIAL JOB FUNCTIONS** - Fundamental job duties that are essential because (1) the position exists to perform the function, (2) the number of employees available to perform the function is limited, or (3) the function is so highly specialized that the person is hired for his or her expertise or ability to perform the function.

- (55%) Direct patient care.
  - Medication management and orders transcription per policy and procedure.
  - Completes the daily nursing assessment on each assigned patient
  - Assures that admission nursing assessment has been completed according to established policy/ procedure/protocol.
  - Prepares for the patient's discharge in conjunction with PCC and completes discharge paperwork per policy and procedure.
  - Participates in various treatments and interventions as required as well as dining room and nutrition management.
- (35%) Documentation and communication.
  - Completes all required documentation.
  - Initiates and documents completion of patient/family education.
  - Alerts charge nurse or PCC of any untoward medication reactions.
  - Alerts charge nurse or PCC of any significant changes in a patient's medical status and communicates to patient/family.
  - Contributes information for weekly care conference notes, participates in QA/PI.
- (9%) Resource.
  - Functions as a resource for, delegates duties to, and monitors for compliance in CNAs and PSAs to assure the high quality of patient outcome.
  - Attends in-services.
- (1%) Performs additional duties deemed necessary to the position and its function.

**IMPORTANT INFORMATION:** The following three sections on typical manner of accomplishing essential job functions, physical requirements, and environmental factors, describe the anticipated typical means of accomplishing the essential functions of the job. Should you be unable to accomplish any function, or to perform in the manner described, you may request reasonable accommodation pursuant to the Americans with Disabilities Act and the Idaho Human Rights Act. Your request for reasonable accommodation may be made to the department manager or the Human Resource representative and needs to be accompanied by a description of how you propose to perform the essential function(s).

**Typical Manner of Accomplishing Essential Functions:**

Explain: Moving patients, equipment, and supplies				
Average work hours per day: 8		Shift: Varies		
The job allows the employee to vary physical position or activity for comfort: Yes		Explain: Allows for adjustment through proper mechanics		
In a normal work day, the employee may be required to: (= 8 hours total)	Sit: Not Required: Hours: 1	Stand: Not Required: Hours: 3	Walk: Not Required: Hours: 4	Combination Standing and Walking: Not Required: Hours: 7
Maximum consecutive time (minutes/hours) required for each activity.	Sitting: 1	Standing: 3	Walking: 4	

**PHYSICAL REQUIREMENTS: In an average day the employee may be required to:**

Activity	Occasionally (1% - 33%)	Maximum Weight	Frequently (34%-66%)	Maximum Weight	Continuously not required
Bend			X		
Squat	X				
Kneel	X				
Climb/Balance	X				
Push/Pull	X	50	X	30	
Lift from high	X	25	X	10	
Lift from low	X	45	X	30	
Desk to chair	X	45	X	30	

Carry	X	30	X	20	
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	Not Required	Simple Grasping (Example: Writing)	Pushing/Pulling	Fine Manipulation (Example: Typing)
Repetitive Use Of Hands (Description Required):		Writing	Moving patients, equipment, and supplies	Keyboarding

	Speech	Vision	Taste	Smell	Hearing
Sensory Requirements (Description Required):	Giving instructions and other verbal communications	Reading, seeing colors		Detecting odors	Receiving instructions and other verbal communications

**ENVIRONMENTAL FACTORS: The employee can expect to encounter the following conditions:**

Amount of Time Spent Inside: 99%			Amount of Time Spent Outside: 1%		
Temperature:	Normal Range: x	Extreme Cold:	Extreme Heat:	Extreme Temperature Changes:	
	Comments:				
Humidity:	Wet/Humid:		Dry:	Normal Range: x	
Atmosphere Conditions:	Fumes: x	Odors: x	Dusts:	Mists: x	Gases: x
	Poor Ventilation:	Comments:			
Hazards:	Mechanical:	Electrical:	Burns:	Explosives:	Radiation: x
	Other:	Comments:			
Respiratory and/or Skin Irritants: Some Comments:		Requires protective clothing or personal devices: Comments: PRN			
Stress due to:	Staffing requirements; working holidays, weekends, varied shifts: x		Supporting sick and dying patients and their families: x		Work load: x
Is there potential exposure to blood and body fluid?:	Exposure will be --	[ x ] High - Routine exposure or potential	[ ] Medium - No routine exposure, but may be required as condition of employment	[ ] Low - No exposure, no requirement to be exposed as a condition of employment	