

## UW HEALTH JOB DESCRIPTION

### Licensed Practical Nurse (LPN) - Ambulatory

Job Code: 540014	FLSA Status: Non-Exempt	Mgt. Approval: T. Neely	Date: September 2022
Department: UW Health Ambulatory Operations		HR Approval: J. Olson	Date: September 2022

#### JOB SUMMARY

The Licensed Practical Nurse (LPN) will function as a team member in the clinical setting under the direction and supervision of the Registered Nurse (RN) and/or other qualified provider (physician, podiatrist, optometrist, or advanced practice nurse provider). Under this direction/supervision, the LPN is assigned to perform direct patient care responsibilities which can include the planning, implementation, and evaluation of nursing care provided to patients.

The LPN is to always work under direct RN or provider supervision when providing complex patient care and general supervision when providing basic nursing care, as listed under the scope of practice for LPNs as stated by the state of Wisconsin.

#### MAJOR RESPONSIBILITIES

##### Clinical Practice and Quality of Care:

- Assists in carrying out directed nursing interventions by collaborating with the interprofessional team, incorporating appropriate standards of care and practice and patient outcomes
- Assists in collecting any data related to patient health status and works in collaboration with the care team to carry out the plan of care
- Assists in evaluating patient's response to the plan of care and works in collaboration with the interprofessional team to make any needed adjustments as directed by the RN or provider
- Assists in assuming responsibility and accountability for effectively managing nursing care of individual patients
- Documents data collected and nursing interventions performed to reflect comprehensive and integrated approach to patient care
- Assists with reinforcing education that is directed by the RN or provider, adapting to the patient and family learning style using the teach-back method
- Provides care that is safe, ethical, patient and family-centered, culturally congruent, and evidence-based

##### Team Member Objective:

- Complies with the UW Health patient satisfaction, customer service, and ambulatory care standards
- Assists with quality improvement projects such as communication of waits and delays and chart audits
- Assists in updating LPN training materials. Participates in orientation of new staff.
- May float to other clinical settings based on operational need

##### Skills and responsibilities that are common across the ambulatory setting that LPN may perform under supervision of RN or provider may include:

- Assists or performs a variety of procedures depending on specialty
- Performs medication administration
- Inserts and discontinues peripheral IVs
- Administers & monitors IV infusions
- Performs site care and dressing change to venous access devices including PICC, midline, Hickman, Groshong, peripheral, and implanted port
- Assists with urgent and emergent patient care situations

##### Professionalism:

- Reflects understanding and strives to meet UW Health's Ambulatory Care Standards
- Completes all required competencies and maintains skill level
- Recognizes the need for continuous learning by attending staff development programs and workshops
- Serves on task forces/committees as requested

Perform Additional Duties as requested

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

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<b>JOB REQUIREMENTS</b>		
Education	Minimum	<ul style="list-style-type: none"> <li>High School Diploma or equivalent</li> <li>Certificate from accredited Practical Nurse Program</li> </ul>
	Preferred	
Work Experience	Minimum	
	Preferred	One (1) year of experience as an LPN
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> <li>Wisconsin Practical Nurse Licensure</li> <li>CPR/BLS certification</li> </ul>
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>Knowledge of general patient care and ability to perform nursing procedures</li> <li>Knowledge of the psychosocial needs of patients and families</li> <li>Knowledge of patient behavior and symptoms for a wide range of injuries and illnesses</li> <li>Ability to make accurate patient observations, communicate, and record them</li> <li>Ability to provide guidance for patients in participation of their care plan</li> <li>Knowledge of the effects of medication and ability to observe and report them</li> <li>Ability to perform effectively in emergency situations</li> <li>Ability to function as a team member and to contribute to overall planning for patient care</li> <li>Ability to communicate effectively with patients, families, and team members</li> <li>Ability to prioritize, organize and efficiently complete work. Ability to be a leader within department.</li> <li>Commitment to respectful patient and family centered care and treatment of colleagues</li> </ul>

### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage, and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below.

<input checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>

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	sedentary if walking and standing are required only occasionally and other sedentary criteria are met.			
	<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
<b>X</b>	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
<b>Other</b> - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.