

State of Hawaii

Job Description Licensed Practical Nurse - Mental Health

(Position Description, Class Specification & Minimum Qualification Requirements)

Entry Level Work	HE-6	6.734
Full Performance Work	HE-8	6.735

Function and Location

This position works in a hospital or clinic which provides care and treatment to patients who are mentally ill.

The primary purpose of this position is to perform practical nursing care and related technical work in the care, treatment and rehabilitation of mentally ill individuals. The position may work on rotating shifts.

Key Duties and Responsibilities

1. Give immunizations; prepare and administer prescribed medications orally, subcutaneously, intramuscularly, rectally, topically, and by inhalation.
2. Properly record medications and treatments in the patient's chart; take vital signs; observe, document and report patient reactions to medication and treatments.
3. Assist physicians/RNs with diagnostic tests, treatments and therapeutic measures and observe and record patients' reactions.
4. Assist in the formulation, re-evaluation and adjustment of nursing care plans to meet physical, mental, emotional and spiritual needs of each patient.
5. Observe patient's behavior; identify symptoms which may interfere with the patient's capacity to function; develop good rapport and understanding with the patient in order to obtain specific goals; discuss nursing assignments, nursing care, and needs of individual patients with the nurse based on observations and ongoing assessment of patient's behavior, and plan therapeutic measures of intervention before a crisis occurs.
6. Assess patients' condition, response to treatment and progress.

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Other Duties

In addition to the key duties and responsibilities, this position may be assigned to:

Participate in the orientation and continuous teaching program for patients and their families, including methods to promote health and recovery, such as self care, proper eating habits, body mechanics, rest, isolation precautions and rehabilitative measures; participate in the planning of diversional activities for patients; organize and conduct informative group sessions on medication, health issues, etc., in conjunction with the Registered Nurse; follow-up on patient referrals, living arrangements, entitlements, etc.; apply packs (cold, hot, wet, dry); give enemas (cleansing, cooling, retention); irrigate (vaginal, colostomy, ear, eye, throat); catheterize patients using aseptic techniques; care for patients with indwelling urinary catheters; and clean and dress wounds; teach and/or assist patients with activities of daily living (e.g., bathing, feeding, toileting, etc.); collect specimens (sputum, urine, feces); respond to medical and psychiatric emergencies; assist in the admission, transfer and discharge of patients; temporarily work on other nursing units, as necessary; perform Psychiatric Aid or Para-Medical Assistant duties and responsibilities; and perform other related duties as assigned.

Knowledge and Abilities used in Performing Key Duties at the Full Performance Level

Knowledge of the policies, procedures and work rules of the work site; psychotropic medications and their expected and adverse reactions; practical nursing principles and practices as they relate to the conditions, illnesses and treatment of the mentally ill; and the ability to apply such knowledge in providing the full range of services to mentally ill patients of the work site, independently. Demonstrated proficiency in the application of all of the knowledge and abilities required.

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Ability to: Apply practical nursing principles and practices; read, write, speak, understand and communicate effectively with others in English; maintain records and prepare reports; respond quickly and take appropriate action in emergencies; follow oral and written instructions; establish and maintain effective relationships with other staff, patients and others.

License: A current State of Hawaii license to practice as a practical nurse.

Education/Specialized Training: As required to apply for a State of Hawaii license as a practical nurse.

Physical Requirements: All employees must be physically able to perform the essential duties of the position. The general types of physical abilities involved, and examples of the tasks requiring these abilities, follows:

<p>Sensory: Read typewritten and/or handwritten orders and notes in patient charts; measure medications; distinguish colors; observe changes in a patient's skin color and condition; hear through a stethoscope to measure a patient's blood pressure and listen for heart and lung sounds.</p>
<p>Coordination and Dexterity: Pour/measure medications; change dressings; and administer medications/immunizations subcutaneously and intramuscularly.</p>
<p>Strength and Stamina: Lift, transfer, reposition, move patients; and subdue uncontrolled patients</p>
<p>Mobility: Move freely throughout the work setting and respond to emergency situations quickly.</p>

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Prerequisite Qualifications Required for the Full Performance Level

In addition to the qualifications required at the entry level:

Experience and Essential Knowledge and Abilities: One (1) year of progressively responsible work experience as a licensed practical nurse which involved the performance of a variety of personal care, nursing care, and related technical work in the care and treatment of patients. Such experience must have demonstrated thorough knowledge of practical nursing principles and practices; patient age groups and the developmental process characteristic of these age groups; and the ability to independently provide patient care and/or treatment that is appropriate to the age, medical condition and/or developmental status of the patients served; observe, record and report on the general and specific physical and mental conditions of the patients, and the signs and symptoms which may be indicative of significant changes in the condition of such patients.

Desirable Qualifications: Warmth and compassion.

Revised Effective: December 16, 2006