UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL

POSITION DESCRIPTION

Job Title: Licensed Practical Nurse
Job Code: MN0027
Department: Contracts – Continuing Care Units
L. U.: W28
Grade: N-20

GENERAL SUMMARY OF POSITION:
Under the general supervision of the Nurse Manager and the day-to-day supervision of the Registered Nurse, the Licensed Practical Nurse provides nursing care and participates as a member of the mental health treatment team in an intensive adolescent treatment program. Perform nursing activities in accordance with licensures by the Commonwealth of Massachusetts and the policies and procedures of the patient care area. Assist with the delivery of direct care, including provision for safety and milieu activities. Take an active role in re-acclimating individuals to the larger community. Provides trauma informed care and promotes a person-centered, skills-based collaborative philosophy. The Licensed Practical Nurse participates in a process of continuous learning and demonstrates openness to evolving philosophies of practice, including restraint and seclusion prevention.

MAJOR RESPONSIBILITIES:
- Under the direction of the RN, assists in the assessment, development, implementation and documentation of nursing care for patients
- Administers, coordinate, and record medications and vaccinations consistent with his/her knowledge of pharmacology
- Executes physician orders for specific medications, test, treatments and other procedures
- Collects and records vital signs, heights and weights. Reports any unusual deviations to the RN/MD.
- Completes requisitions and makes appointments and referrals as necessary (lab, x-ray, EKG, etc.)
- Provides medication education to youth and families according to unit protocol. Prepare and educate individuals for routine medical procedures. Takes an active role in preventive health teaching and patient and family education.
- Performs direct care such as dressing changes, administering enemas, ADL assistance, performing safety checks, monitoring patients who are feeling unsafe and leading/co-leading therapeutic groups and activities
- Serves as an associate care provider to assigned patients, which includes all aspects of nursing care planning, all in conjunction with the primary nurse and/or resource nurse
- May act as a preceptor
- Recognize the need for and adapt nursing care interventions to the individual’s physical condition, emotional status, and developmental level
- Assist in medical procedures, emergencies, and in crises, which may include physical management
- Will assist in the de-escalation of individuals in distress and contribute to overall unit safety
- Assist in the admission process, collect medical data, and obtain consent forms for vaccines, dental and other procedures as required
- Complies with all safety and emergency procedures
- Respects the rights and confidentiality of all patients and serves as a patient advocate
- Maintain stock of supplies and physical condition of medication/treatment rooms
- Assumes responsibility for professional growth; remains current in nursing practice and program’s policies and procedures
- Assists in orientation of new employees
- Attends treatment team and staff meetings
- Participates in departmental quality improvement activities.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:
- Current license to practice as a licensed practical nurse in the Commonwealth of Massachusetts.
- Demonstrated ability to remain calm when under stress or in emergency situations.
- Demonstrated ability to interact with people who are under emotional stress.
- Ability to work with others collaboratively in a team setting.
- Must be able to assist with the physical management of individuals in crisis.
- Ability to perform basic computer skills.
- Must have a valid driver’s license and dependable transportation.
Although all aspects of this position may not be described, I certify that this is an accurate statement of the major responsibilities and the necessary minimum qualifications.

DEPARTMENT HEAD ___________________________ DATE ______________
EVALUATED BY ___________________________ DATE ______________

Posting Date_____________ to_______________
Req # ___________________

(Supervision RECEIVED:)
Works under the overall supervision of the Nurse Manager or designee and the day-to-day supervision of the Registered Nurse.

(Supervision EXERCISED:)
None

ENVIRONMENTAL WORKING CONDITIONS:
Work is of medium to heavy demand, standing and walking most of the time; frequently lifts patient with assistance; frequent reaching and manual dexterity in handling instruments and equipment when attending to patients’ needs; talking and hearing for discussion with patients and supervisors; near visual acuity for accurate reading of gauges and thermometers and for recording patient’s charts.

HUMAN RESOURCES USE ONLY
Specific age group of patients served.
(please check all that apply)

<table>
<thead>
<tr>
<th>Patients</th>
<th>Age Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infants &amp; Children</td>
<td>0 - 11</td>
</tr>
<tr>
<td>Adolescent</td>
<td>12 - 17</td>
</tr>
<tr>
<td>Adults</td>
<td>18 - 64</td>
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<tr>
<td>Geriatric</td>
<td>65 - 84</td>
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<tr>
<td>Frail Elderly</td>
<td>85 or greater</td>
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<tr>
<td>Not applicable</td>
<td></td>
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