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**ADULT EMERGENCY MEDICINE**  
**JOB DESCRIPTION/PERFORMANCE STANDARDS**

**DATE:** October 2012

**TITLE:** Licensed Practical Nurses I & II

**REPORTS TO:** Adult Emergency Department Nurse Coordinator, Adult Emergency  
Department/Pediatric Emergency Department/Observation Unit Nursing Director

**DEPARTMENT:** Adult Emergency Medicine

**POSITION SUMMARY:**

The Licensed Practical Nurse is a health care provider who practices under the direction and/or supervision of a Registered Professional Nurse. He/she is responsible and accountable for providing safe, effective individualized Emergency Nursing care for patients, and supportive care to significant others as outlined in the patient plan of care.

**JOB DUTIES:**

**1. General duties and responsibilities of Clinical Practice**

**1.1 Under the direction of the RN, provides nursing care appropriate to the age-specific needs of the patients.**

- Demonstrates knowledge of principles of growth and development in the providing care appropriate to the patient's specific needs in adults and geriatric.

**1.2 Demonstrate competency in data collection and providing interventions within their scope of practice.**

- Gathers subjective and objective data from patient/family.
- Participates in the formulation and revision of patient care plans.
- Gives direct nursing based on plan of care according to established standards, LPN scope of practice, policies and procedures.
- Demonstrate competence in the safe and effective use of biomedical equipment.
- Reports malfunctioning equipment immediately.
- Performs quality control check (e.g. Accuchecks, Defibrillator.)
- Applies principles of Infection Control, sepsis, and safety in the provision of nursing care.
- Performs the technical aspects of care according to established practice standards (procedures and treatments.)
- Performs peripheral IV cannulation aseptically.
- Administers medication safely, and carefully checks the following prior to administration, (right patient, right medication, right dosage, right route, right time.)

**JOB DUTIES**  
**CONT'D:**

- Recognizes and reports promptly adverse reactions to medications.
- Recognizes and responds to priorities in patient care.
- Provides instructions and reinforces teaching.
- Reports to RN patient's response to nursing interventions.
- Assures safety and comfort of patients.
- Performs cardiopulmonary resuscitation and other life-saving measures.
- Demonstrates understanding of emergency procedures (e.g. internal/external disaster plans).
- Knows daily individual emergency assignment (e.g. fire/disaster).

**1.3 Demonstrate effective communication skills.**

- Communicates pertinent information regarding patient/family to team leader and other health care members.
- Participate in patient care/team conference.
- Provides accurate report on assigned patients.
- Demonstrates knowledge of emergency procedures (e.g. fire/evacuation internal/external disaster plans).
- Demonstrate knowledge of emergency decontamination procedures.
- Utilizes chain of command appropriately to address issues of concern.
- Demonstrates caring and respectful attitudes in both verbal and nonverbal communications to patients/families and healthcare team members.

**1.4 Documents appropriately.**

- Documents accurately, clearly, concisely, and timely observations in interventions, patient's responses to interventions, patient's verbalization of understanding to instructions.
- Signs documentation with legible signature and classification in black ink or in the computer.

**1.5 Demonstrates awareness of patient/family right, ethical/legal, cultural, and spiritual issues.**

- Maintains confidentiality in all patient related information.
- Provides privacy for patient and family.
- Treats patient and family with respect and courtesy.
- Takes appropriate actions to address ethical, legal, cultural, and spiritual concerns.

**1.6 Participates in providing patient/family education.**

- Assists RN in identifying needs of patient/family.
- Assists RN in developing education plan.
- Reinforces instructions and teaching.
- Assists RN in evaluating the effectiveness of education process.

**1.7 Demonstrates responsibility and accountability for practice, growth, and development.**

- Recognizes own learning needs and seeks opportunities to meet those needs.
- Attends in-services, team conferences and unit meeting as assigned.
- Functions as a resource for orientees.
- Acts as a "buddy" when designated.
- Submits renewed license in a timely manner.
- Attends safety, infection control in-services, and maintains CPR Certification.
- Demonstrates punctuality.
- Maintains good attendance record.

## **JOB DUTIES**

### **CONT'D:**

- Adheres to hospital dress code.
- Serves on committees as assigned or requested.
- Adapts to changes in work load or patient assignment.
- Cooperates in implementing changes and activities to improve nursing care.
- Demonstrates positive interpersonal relationships with team members and other healthcare workers.
- Maintains ACLS Certification.

### **QUALIFICATIONS:**

#### **1. Licensure and Certification**

Licensed in the State of Illinois.

Successful completion of Pharmacology Courses for Licensed Practical Nurses II required.

Current Cardiopulmonary Resuscitation (CPR) certification required.

Advanced Cardiac Life Support (ACLS) preferred/able to interpret Electrocardiogram (EKG) Strips required.

#### **2. Education and Related Experience**

Graduate of an approved school of Practical Nursing.

Peripheral IV cannulation experience required.

Five (5) years of continuous Emergency Department experience within the last seven (7) years required.

#### **3. Competencies**

Must be able to:

- a. Collect data relative to patient's condition.
- b. Provide direct patient care based on established hospital policies, procedures, standards of care, and other regulatory requirements.
- c. Contribute to the formulation and revision of the patient care plan.
- d. Reinforce patient/family teaching and provide instructions.
- e. Communicate pertinent information regarding patient and family to the Registered Nurse/Physician in a timely manner.
- f. Perform cardiopulmonary resuscitation and other emergency /lifesaving measures for the patient.
- g. Apply the principles of infection control and safety.
- h. Document accurately and timely.
- i. Demonstrate effective working relationship with all health care team members, patients, and families
- j. Demonstrate knowledge of hospital services/departments and make referrals as indicated.

**Competencies**


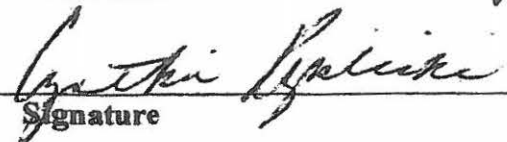
**Cont'd:**

- k. Participate in standards development, quality assessment and improvement activities, and research as requested/assigned.
- l. Demonstrate effective communication skills.
- m. Demonstrate awareness of patient/family rights, ethical/legal, cultural, and spiritual issues.
- n. Participate actively in staff orientation and staff development activities for the unit.
- o. Safely operate biomedical equipment, which is necessary for providing patient care in assigned area.
- p. Demonstrate responsibility and accountability for professional practice, growth, and development.

**Environmental, Physical and Functional Requirements:**

Must be able to:

- a. Bend, lift, push and pull up to 35 pounds.
- b. Walk, stand for prolonged periods, up to 8 to 12 hours duration.
- c. Uses both legs, hands, and fingers.
- d. Demonstrates physical coordination.
- e. See normally with or without corrective lenses and be able to distinguish basic colors and shades or colors.
- f. Hear normally with or without assistive device.
- g. Tolerate protracted or irregular hours of work.
- h. Tolerate exposure to unpleasant odors, noise, odors and extreme temperature fluctuation.
- i. Adapts to changes in workload or patient assignment.

APPROVED:		Chairman, Department of Emergency Medicine
APPROVED:		Adult Emergency Department/Pediatric Emergency Department/Observation Unit Nursing Director
Signature	Title	Date

11-15-12

**Sroger Hospital of Cook County  
Emergency Medicine Department  
AES Monthly Disposition Report**

**JULY 2016**

Date	ED Volume	Peds	Total LWBS	%LWBS	ED ALOS	
Friday, July 01, 2016	292	21	3	1.03%	4:32	
Saturday, July 02, 2016	285	19	21	7.37%	5:23	
Sunday, July 03, 2016	314	25	11	3.50%	4:55	
Monday, July 04, 2016	248	20	8	3.23%	4:13	
Tuesday, July 05, 2016	400	32	28	7.00%	4:52	
Wednesday, July 06, 2016	364	19	13	3.57%	5:25	
Thursday, July 07, 2016	400	26	29	7.25%	6:11	
Friday, July 08, 2016	348	23	14	4.02%	5:12	
Saturday, July 09, 2016	269	25	6	2.23%	4:39	
Sunday, July 10, 2016	262	18	3	1.15%	4:04	
Monday, July 11, 2016	429	24	40	9.32%	6:09	
Tuesday, July 12, 2016	401	22	35	8.73%	6:34	
Wednesday, July 13, 2016	380	29	18	4.74%	4:53	
Thursday, July 14, 2016	378	32	11	2.91%	5:10	
Friday, July 15, 2016	370	27	12	3.24%	5:08	
Saturday, July 16, 2016	267	22	9	3.37%	4:46	
Sunday, July 17, 2016	236	18	5	2.12%	3:38	
Monday, July 18, 2016	397	27	17	4.28%	4:50	
Tuesday, July 19, 2016	356	20	11	3.09%	4:52	
Wednesday, July 20, 2016	359	21	15	4.18%	4:36	
Thursday, July 21, 2016	363	31	15	4.13%	4:27	
Friday, July 22, 2016	346	23	20	5.78%	4:58	
Saturday, July 23, 2016	257	25	8	3.11%	5:10	
Sunday, July 24, 2016	231	14	7	3.03%	5:16	
Monday, July 25, 2016	425	32	12	2.82%	4:43	
Tuesday, July 26, 2016	369	22	31	8.40%	6:02	
Wednesday, July 27, 2016	370	25	29	7.84%	5:53	
Thursday, July 28, 2016	397	24	52	13.10%	6:15	*Lollapalooza
Friday, July 29, 2016	376	31	31	8.24%	5:29	*Lollapalooza
Saturday, July 30, 2016	258	23	9	3.49%	5:13	*Lollapalooza
Sunday, July 31, 2016	250	16	10	4.00%	4:41	*Lollapalooza
<b>Total:</b>	<b>10397</b>	<b>736</b>	<b>533</b>			
<b>Average:</b>				<b>5.13</b>	<b>5:06</b>	
				<b>%</b>		



Sroger Hospital of Cook County  
Emergency Medicine Department  
AES Monthly Disposition Report  
September 2016

Date	Green Team Volume	Red Team Volume	Blue Team Volume	Peds	Quick Track	ED Volume	Total LWBS	%LWBS	ED ALOS
Thursday, September 01, 2016	121	58	69	20	15	320	12	3.75%	4:25
Friday, September 02, 2016	135	81	75	17	22	366	33	9.02%	5:24
Saturday, September 03, 2016	125	68	44	20		293	27	9.22%	5:48
Sunday, September 04, 2016	107	46	44	22		244	6	2.46%	4:45
Monday, September 05, 2016	122	57	47	24	1	273	4	1.47%	3:54
Tuesday, September 06, 2016	138	74	90	25	29	404	35	8.66%	5:46
Wednesday, September 07, 2016	151	84	98	21	27	423	47	11.11%	6:57
Thursday, September 08, 2016	129	83	90	17	27	380	32	8.42%	6:07
Friday, September 09, 2016	128	64	83	31	25	375	34	9.07%	5:43
Saturday, September 10, 2016	124	56	38	15		264	17	6.44%	4:43
Sunday, September 11, 2016	107	51	46	19		246	9	3.66%	4:30
Monday, September 12, 2016	130	94	80	5	32	416	41	9.86%	6:33
Tuesday, September 13, 2016	118	79	95	25	24	397	61	15.37%	8:28
Wednesday, September 14, 2016	126	75	85	20	32	382	41	10.73%	6:10
Thursday, September 15, 2016	130	66	96	27	18	386	31	8.03%	5:58
Friday, September 16, 2016	136	85	60	25	25	366	52	14.21%	6:41
Saturday, September 17, 2016	128	61	53	24		288	28	9.72%	6:12
Sunday, September 18, 2016	122	47	52	18		251	11	4.38%	4:19
Monday, September 19, 2016	138	73	69	34	23	381	23	6.04%	5:14
Tuesday, September 20, 2016	140	78	68	36	18	362	17	4.70%	5:31
Wednesday, September 21, 2016	141	62	97	29	17	386	29	7.51%	5:10
Thursday, September 22, 2016	107	64	88	23	13	333	15	4.50%	4:28
Friday, September 23, 2016	116	64	69	24	25	327	12	3.67%	4:43
Saturday, September 24, 2016	130	52	53	19		278	19	6.83%	4:58
Sunday, September 25, 2016	108	71	25	22		250	7	2.80%	4:01
Monday, September 26, 2016	141	85	64	28	26	386	6	1.55%	4:21
Tuesday, September 27, 2016	166	75	68	30	26	404	15	3.71%	4:06
Wednesday, September 28, 2016	117	66	85	29	24	403	0:00	9.43%	6:21
Thursday, September 29, 2016	119	61	66	20	31	340	22	6.47%	4:52
Friday, September 30, 2016	112	79	74	22	24	351	23	6.55%	6:21
Total:	3812	2059	2071	722	504	10275	747	0.072701	5:14
Average:								7.27 %	5:24

Volume also includes No answer, Quick Track & Recess

			SATURDAY			DRAFT		
RN TL MEGASI W/MILSON L	530/930p	6:00-7:00				FINAL		
						Post 10/16/81		
RN MALDONADO Z/BROWN T	500p900p	7:30-8:30				Lunch		
RN SCOTT C/	530p/930p	7:30-8:30 RLT	LPN COLLAR P	500p900p	7:30-8:30	RN TL	6:00-7:00	
RN	500p900p	6:00-7:00	2,3,4,5			TLs: Maintain hallway rounds sheets	7:30-8:30	
Flow: PAYNE A	530p/930p	7:00-8:00	RN/LPN	530p/930p	6:00-7:00	Rms 34-36	6:00-7:00	
			MCCALLA T			RN	7:30-8:30	
						Rms 41-44		
		6-7				RN/LPN	6:00-7:00	
RN DIAZ G/	500p900p		RN JUBAC M/	500p900p	6:00-7:00	Rms 45-48		
			TLs: Maintain hallway rounds sheets			ERT		
			RN BROWN T/PAUL L	530p/930p	7:30-8:30			
RN	500p	6:00-7:00	ERT BLACK A		7:00-8:00	OBS EAST/ERT HADON V	8:00-7:00	
ERT		6:00-7:00				KENDRICK		
ROBERTS - FMLA			RN TL CATLETT L		6:00-7:00	Mandatory Reassessments		
HENDERSON M			TLs: Maintain hallway rounds sheets					
HADON V			RN SCOTT S/OBS	530p/930p	7:30-8:30	4pm reassessments:		
LAPCEVIC R			RMS 15-18			8pm reassessments:		
MCCALLA T			RN EVERETT T/SMITH W	500p900p	6:00-7:00	***100% compliance for hallway		
WILSON L			Rms 19-22			Gadigan R / tech 10 pm		
			RN ROBERTS S	530p/930p	7:30-8:30			
			Rms 23-26 TELE RADIO (MON, WED, FRI)					
			RN MATHEW O/OBS	500p900p	6:00-7:00			
			Rms 27-30					
			RN ROSS T/CRUZ R	530p/930p	7:30-8:30			
			Rms 31-35					
			ERT KENDRICK L	PAYNE A.	600-700			
K. Parham (312) 400.8064								
**C. Thilagam (773) 642-8480**			RN PHILLIPS L		6:00-7:00	Dr. Quick nurse break time 5:00, if half shift		
C. Wilson (312) 400.6263			Rm 1&2			nurses after 7pm total		
C. Przelicki (312) 333.4914			RN CONSTANTINO J/HENDERSON N		7:30-8:30	RN's = 8 + 1 change here		
M. Bajjappa (312) 390.2235			Rm 3&4			LPN's = 2		
D. Reisinger (312) 333.1837			RN LEGESSE G/ CRUZ R		TBS	ERT techs 4/		
B. Densmore (312) 400.2509			ASIST Rm 1-4 & Tele Radio (MON, WED, FRI)			2 RN's in PEDS E.R.		
L. Hayward (312) 689.7894			ERT PETTY B		6:00-7:00			

After 7 pm  
1 RN in triage  
TECH A. Black in primary

Green  
3 gnc/asthma P. Collar LPN  
FT  
1 RN R. Bagatin (Red nurse)  
1 LPN V. E. Smith

Red  
4 RNs  
1 LPN  
1 Tech  
Rm  
2 RN's

Blue  
Closed  
OBS East  
1 Tech