

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.**  
**JOB DESCRIPTION**

**DATE ESTABLISHED:** 10/05/99

**DATE AMENDED:** 1/26/12

**TITLE OF POSITION:** Licensed Practical Nurse - Outpatient

**POSITION NUMBER:** 24-1

**PROGRAM:** Holmes/Washington/Jackson; Bay; Gulf/Calhoun

**COMPONENT:** Outpatient Services

**MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIREMENTS:**

Florida Licensed Practical Nurse.

Completion of Cardiopulmonary Resuscitation (within 6 months of hiring). Completion of 4 hours of HIV/AIDS education (within 30 days of hiring) and 2 hours of HIV/AIDS information (biennially).

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

**SUPERVISOR:**

**POSITIONS SUPERVISED:** None.

**SALARY MINIMUM:** \$30,000 annually (\$14.43/hour)

**WAGE AND HOUR STATUS:** Non-exempt

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**DESCRIPTION OF DUTIES AND RESPONSIBILITIES<sup>1</sup>:**

**ESSENTIAL FUNCTIONS:** (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Receive, transcribe and implement physicians'/ARNPs' orders (including verbal orders) for medications and treatment.
2. Assist the physicians/ARNPs and/or other nurses in the administration of specific treatments and procedures.
3. Participate in the provision and maintenance of a therapeutic environment by communication and therapeutic interactions.
4. Understand the legal implications of patient care in the psychiatric outpatient treatment facility.
5. Observe, interpret, and report the patients' signs, symptoms, and behaviors to the appropriate team members and record same in the medical record.

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<sup>1</sup> Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

6. Assess patients' needs. Formulate, implement, and evaluate treatment plans. Update treatment plans as necessary.
7. Provide direct nursing care to patients in conformance with accepted standards of nursing practice.
8. Provide teaching to patients about medication type, purpose, side effects and other relevant considerations.
9. Achieve professional licensing and mandatory staff training requirements.
10. Participate in maintaining a physical environment to meet or exceed accepted standards of safety, sanitation and infection control.
11. Insure pertinent, timely charting of patient treatment, status, and behavior according to outpatient program policy.
12. Monitor lab results and notify physician/ARNP of results and/or abnormalities.

**Physical & Other Requirements:**

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
<input checked="" type="checkbox"/> Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
<input type="checkbox"/> Driving vehicles	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Lifting and/or Carrying	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Bending and/or Stooping	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Climbing Stairs and/or Ladders	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Other (lift above waist/reaching etc., please explain)	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent

Speaking:  Yes  No  
 Hearing:  Yes  No  
 Reading Comprehension:  Yes  No  
 Repetitive motion with hands, wrists, arms (e.g keyboard, typing, handwriting, etc.):  Yes  No

Ability to lift and carry up to **15** pounds.

Ability to handle stressful situations:  Minimal  Moderate  Frequent

	Infrequent	Occasional	Frequent	N/A*
Travel Same Day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel Overnight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overtime (Non-Exempt only)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holidays/Weekends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Shift Work (PMS/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

\* Not Anticipated

**Copy received by:**

**Date:** \_\_\_\_\_