



**POSITION CLASSIFICATION
QUESTIONNAIRE**

Name (if applicable) : _____ Date: _____

State Title: **Licensed Practical Nurse II, (LPN II)**

If requesting a new position Please attach an Organizational Chart with your request.

Indicate the **Title** of who this position reports to:

Does this position have supervisory responsibility? Yes No | If so, how many do they supervise?

POSITION SUMMARY

The Licensed Practical Nurse II, (LPN II), is a specifically trained member of the clinic team. The LPN supports the on-going delivery of care as identified by the multi-disciplinary scope of practice. The LPN works under the direct supervision of the Registered Nurse. The LPN works with the individual patient, their families, and providers of care to implement individual health plans.

All UAMS employees will treat others with **Dignity and Respect**. We communicate and **share** complete and unbiased **information**, assuring our colleagues receive timely, complete, and accurate information in order make informed decisions. We **participate** in institutional initiatives and **encourage** the **participation** of others. We **collaborate** in policy and program development, implementation, and evaluation using **best practices** in delivering quality service. All duties will be performed in accordance with the UAMS Core Concepts of Patient and Family Centered Care set forth by UAMS. These core concepts allow for an approach to health care that shapes policies, programs, facility design and staff day-to-day interactions. It leads to better health outcomes and wiser allocation of resources, and greater patient and family satisfaction. The core concepts of patient and family centered care consist of Dignity & Respect, Information Sharing, Participation, and Collaboration.

- Close Supervision:** Is assigned duties according to specified procedures and receives detailed instructions. Work is checked frequently.
- Supervision:** Performs a variety of routine work within established policies and procedures, and receives detailed instructions on new projects and assignments.
- General Supervision:** Normally receives little instructions on day-to-day work and receives general instructions on new assignments.
- Direction:** This position establishes methods and procedures for attaining specific goals and objectives, and receives guidance in terms of broad goals. Only the final results of work are typically reviewed.
- General Direction:** This position exercises wide latitude in determining objectives and approaches to critical assignments.

KEY RESPONSIBILITIES

30% Circle of Excellence--We Create Comfort, Hope and Healing for our Patients and Families. The Circle of Excellence consists of behavior and service standards which demonstrate the culture and policies and procedures of UAMS and the Clinical Programs Division. The service standards are: Safety 20%, Respect 20%, Excellence 20%, Image 20%, and Efficiency 20%. The behavior standards consist of: our environment, attitude, ethics, communication, teamwork, appearance, and quality. These are all attributes which are essential in providing the patient care and support in achieving the overall mission of the organization. A full description of COE can be found at <http://intranet.uams.edu/coe/standards.asp> (click here for review)

This is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible position responsibilities, tasks, and duties.

70% Job Duties (Performs Role of):

***Nursing Process (20%)** - Triage, assessment, planning, implementation, and evaluation of nursing care and patient education either by telephone or within the UAMS Clinic. Delivers nursing care according to standards as defined by UAMS, American Nurses Association, (ANA), AR State Board of Nursing, (ASBN), and those set forth by nursing specialty organizations. Helps develop patient's Plan of Care, (POC), per clinic standards utilizing assessment data.

***Nursing Ethics (10%)** - Decisions and actions are based on ethical principles on the ANA. Practices with compassion and respect for the inherent dignity, worth and uniqueness of every patient without restrictions or prejudice. Demonstrates a commitment to patients and families by being an advocate who continually strives to preserve the rights of the patient while providing safe, competent care. Accountable for individual practice and ensures that optimum care is given at all times. Preserves integrity and safety, maintains competence and continues to grow professionally. Effectively utilizes resources for resolving ethical dilemmas.

***Education/EBP/Research /QI (10%)** - Participates in Performance Improvement, Evidenced Based Practice/Research process. Systematically evaluates the quality and effectiveness of nursing practice. Supports the integration of current evidence into nursing practices. Promotes an environment conducive to positive educational experience for all students and staff. Provides effective patient/family education.

Communication/Collaboration (10%) - Implements POC using an approach that is interdisciplinary and Patient and Family Centered Care. Effectively collaborates and communicates with nursing staff at all levels, interdisciplinary teams, executive leaders, and other stakeholders. Communicates care appropriately through documentation in the medical record. Reports variances in care/systems/processes through the appropriate means.

Leadership (10%) - Acts as a resource/support to others in the performance of duties. Demonstrates a commitment to the personal and professional development of other UAMS employees. Participates in recruitment/retention of staff. Facilitates development and implementation of nursing practice standards that are evidence-based and in compliance with ANA standards. Delegates care based on UAMS standards, legal and regulatory requirements, specific job descriptions, scope of practice and individual level of education and training.

Professional Practice (10%) - Participates in unit/department based organizational activities/committees such as the Professional Nursing Organization (PNO) Demonstrates commitment to professional nursing, development and growth. Evaluates personal performance based on professional practice standards. Uses constructive feedback from peers and supervisors to improve practice and performance. Maintains clinical competencies specific to area of practice/responsibility.

Other duties may be assigned to this position.

Customer Service: Interacts with and assists the public in a professional and friendly manner as needed. Demonstrates effective communication skills; communicates accurate and complete information; maintains strict confidentiality when necessary. Demonstrates positive working relationships with co-workers, management team, and ancillary departments; follows the Core Concepts of Patient and Family Centered Care and the Basic Code of Conduct Guidelines. Assist internal and external stakeholders as needed with exceptional customer service.

STATISTICS SPECIFIC TO EACH POSITION

SCOPE OF RESPONSIBILITY

Complete and Rank the Top10 with 10 being the most Important

Please choose the items that are the most important to this position and rank them from 10 to 1, with 10 being the most important. If you feel there are other factors which are important to this position, you may mention them in the Notes area.

Please list number of people rather than FTE for the following:

<u>Rank</u>	
#	Faculty
#	Fellows
#	Residents
#	Directs Reports
#	Students
#	Student Applicants
#	Graduate Students
#	Total Employees in the Department(s)

Financial
Cost Centers

Research Grants / Clinical Trials / Contracts

<u>Rank</u>	
#	Grants \$
#	Clinical Trials \$
#	Contracts \$

Additional Responsibilities

#	Multiple Locations
#	Multiple Departments
#	Multiple Programs W/I Dept
	Additional Facility Relationships

Yes No

#	Foundation Accounts	
\$	Total Revenue (all funds)	Specialty (if applicable)
\$	Total Budget (all funds)	
\$	Total Operating Budget (M&O 111)	
\$	Net Clinical Revenue Cycle Responsibility	

Notes

Machines or equipment used regularly in your work. Give percent of time spent in operation of each.

List machines or equipment used regularly by the person in this position and the percent of time they use the equipment.

100%	Medical Equipment
60%	Computer
20%	Telephone
20%	Printer/Copier/Scanner

Minimum Qualifications or Competencies (Essential for the job – the applicant must have at the time of hire) Basic competency include but are not limited to education, experience, licensed require, or physical requirements.

Education, general:	High School, GED or formal educational equivalent. Graduate of an accredited nursing program.
Education, special or professional:	
Experience, length in years and kind:	
Licenses, certificates, or registration	Current and valid Arkansas Practical Nurse License. Current BLS certification or must successfully obtain certification within the first 30 days of employment.
Special knowledge, abilities and skills:	
Physical Requirements	<p>Stand (choose one): <input type="checkbox"/>Never <input type="checkbox"/>Occasionally <input checked="" type="checkbox"/>Frequently <input type="checkbox"/>Continuously</p> <p>Sit (choose one): <input type="checkbox"/>Never <input type="checkbox"/>Occasionally <input checked="" type="checkbox"/>Frequently <input type="checkbox"/>Continuously</p> <p>Walk (choose one): <input type="checkbox"/>Never <input type="checkbox"/>Occasionally <input checked="" type="checkbox"/>Frequently <input type="checkbox"/>Continuously</p> <p>Bend, crawl, crouch, kneel, stoop, or reach overhead (choose one): <input type="checkbox"/>Never <input checked="" type="checkbox"/>Occasionally <input type="checkbox"/>Frequently <input type="checkbox"/>Continuously</p> <p>Lift/Push/Pull/Carry Weight (choose one): <input type="checkbox"/>10lbs or less <input type="checkbox"/>10-25lbs <input type="checkbox"/>26-50lbs <input type="checkbox"/>51-99lb <input checked="" type="checkbox"/>100lbs+</p> <p>Use hands to touch, handle or feel (choose one): <input type="checkbox"/>Never <input type="checkbox"/>Occasionally <input checked="" type="checkbox"/>Frequently <input type="checkbox"/>Continuously</p> <p>Talk (choose one): <input type="checkbox"/>Never <input type="checkbox"/>Occasionally <input checked="" type="checkbox"/>Frequently <input type="checkbox"/>Continuously</p> <p>Hear (choose one): <input type="checkbox"/>Never <input type="checkbox"/>Occasionally <input type="checkbox"/>Frequently <input checked="" type="checkbox"/>Continuously</p> <p>Taste or smell (choose one): <input type="checkbox"/>Never <input checked="" type="checkbox"/>Occasionally <input type="checkbox"/>Frequently <input type="checkbox"/>Continuously</p> <p>Read, concentrate, or think analytically: <input type="checkbox"/>Never <input type="checkbox"/>Occasionally <input type="checkbox"/>Frequently <input checked="" type="checkbox"/>Continuously</p> <p>Physical Environment (select all that apply): <input type="checkbox"/>Classroom Setting <input checked="" type="checkbox"/>Inside Office Environment <input checked="" type="checkbox"/>Inside Medical Facility Environment <input type="checkbox"/>Outdoor Weather Conditions</p> <p>Noise Level (choose one): <input type="checkbox"/>Quite <input checked="" type="checkbox"/>Moderate <input type="checkbox"/>Loud</p> <p>Visual Requirements (select all that apply): <input checked="" type="checkbox"/>Near visual acuity <input checked="" type="checkbox"/>Far visual acuity <input checked="" type="checkbox"/>Color discrimination <input type="checkbox"/>Depth perception <input type="checkbox"/>Not required</p> <p>Hazards (select all that apply): <input type="checkbox"/>None <input checked="" type="checkbox"/>Biological <input checked="" type="checkbox"/>Chemical <input type="checkbox"/>Electrical <input checked="" type="checkbox"/>Radiation <input checked="" type="checkbox"/>Fumes/Gases/Odors <input checked="" type="checkbox"/>Sharp Objects/Tools <input type="checkbox"/>Dust <input type="checkbox"/>Heavy Machinery</p>

Desired or Preferred Qualifications or Competencies (non-essential the applicant have at the time of hire)

Education, general:	
Education, special or professional:	
Experience, length in years and kind:	
Licenses, certificates, or registration	
Special knowledge, abilities and skills:	
Physical Requirements	

Type of Position

Regular Benefits Eligible Regular and less than ½ time Temporary; please indicate length of assignment _____

Work Schedule

M-F Weekends Nights; starting at _____ pm
 Varies; please explain _____

This position **WILL** have patient contact or other duties that will require:

- Annual TB (UAMS Policy 4.5.18)
- Background Check (UAMS & Medical Center Policy HR.3.02)
- Drug Test (UAMS Policy 3.1.14)

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time. Changes in duty and/or schedule can be made based on business needs with a two week notice to the employee.

I have participated in the review of my job and agree with the above description and guidelines. Yes No

COMMENTS:

Employee Signature: _____ Date: _____

As supervisor of this position, I have participated in the review and agree with the above description and guidelines.

Yes No **COMMENTS:**

Supervisor Signature: _____ Date: _____

***Please send all signed and dated PCQ's to your department HR so the form may be saved in the employee's personnel file.**

***If applicable for getting a new position:**

Once you have completed the PCQ, send it to "Ask Recruitment" for review. Recruitment will follow up within 24-72 hours with the correct title for this position. Present your prospective position to your Division level and receive the necessary approvals. Submit a workflow requesting the position and providing supporting documents to recruitment.

For Postings: For posting of positions outside the annual fiscal budget, after the information has been reviewed it will be sent to the Work Force Management Committee for approval and posting.