

**POSITION DESCRIPTION  
LICENSED PRACTICAL NURSE (L.P.N.)**

**POSITION SUMMARY**

Through the application of the nursing process and in collaboration with the healthcare and security team, provide nursing care based on established nursing protocols, with ongoing documentation for the detainee population.

**EXAMPLES OF DUTIES**

Although it is not possible to provide an exhaustive list of all types of duties, responsibilities and performance standards, the following are the essential job functions:

- Prepares, administers and documents prescribed medication to detainees during medline, and as needed.
- Assist and/or perform triage, history and physicals and treatments while following established nursing protocols.
- Responds to and initiates care to detainees for medical emergencies throughout the facility.
- Ability to organize the work assignment and prioritize the needs of the detainee population.
- Possesses physical and mental endurance with the ability to withstand stress.
- Teaching of healthcare information to detainees and staff.
- Adheres to safety and security policies and participation in disaster drills.
- Collects specimens and cultures, as well as perform venipuncture when necessary.
- Knowledge of types and application of emergency medical procedures such as CPR and AED execution.
- Must have fair knowledge base of categories and characteristics of drugs used in providing nursing care.
- Ability to establish rapport and deal professionally with detainees from varied ethnic, cultural and economic backgrounds.
- Possesses knowledge of and adherence to universal/standard precautions.
- Responsible for ordering, receiving and securing of prescribed medications and supplies.
- Knowledge and monitoring of detainees who have chronic diseases, including diabetes, hypertension and HIV positive detainees.
- Ability to plant and read PPD tests.
- All other tasks as indicated by Director of Nursing, Health Service Administrator, and Medical Director.
- Must follow all nursing protocols and policies of the Health Service Department.
- Registers and logs all security instruments in the department, such as sharps, temperature logs, and controlled substances.
- Responsible for the medications locked in the med cart.

**FACTOR 1 – KNOWLEDGE REQUIRED BY THE POSITION**

**A: KNOWLEDGE REQUIRED**

***Good knowledge of:***

- Nursing Theory and process
- Excellent Assessment skills

***Working skill in:***

- Making sound judgments in making decisions in accordance with departmental rules, regulations, and policies
- Communicating effectively both orally and in writing
- Establishing and maintaining effective working relationships with co-workers and the general public

**B: QUALIFICATIONS**

Graduate from an approved nursing education program with a diploma or certificate as a LPN.

**C: LICENSE & CERTIFICATION REQUIRED**

Must possess a current valid LPN license in the state of Rhode Island. Must also receive a satisfactory background check.

**FACTOR 2 – SUPERVISORY CONTROL**

- This position reports to Registered Nurse, Charge Nurse, Health Service Administrator, and Medical Director.
- This position may have Licensed Practical Nurses and Medical Technicians reporting to it.

**FACTOR 3 – GUIDELINES**

Must follow all proper policies and procedures of the institution.

**FACTOR 4 – PERSONAL CONTACTS**

Not Applicable

**FACTOR 5 – ESSENTIAL FUNCTIONS**

- Requires regular and reliable attendance.
- Possess physical and mental endurance to respond properly and professionally to stressful situations.

**FACTOR 6 – PHYSICAL DEMANDS**

The work does involve some walking, standing, driving personal motor vehicle, lifting objects up to 25lbs, bending, stooping, reaching and speaking clearly.

**FACTOR 7 – WORK ENVIRONMENT**

The correctional environment is a fast paced, stressful area of nursing specialty. Applicant must possess a professional work ethic, and work well under pressure.

**TRAINING AND EXPERIENCE:**

EXPERIENCE PREFERRED, BUT WILL TRAIN THE RIGHT CANDIDATE.