

**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.
- Assist and/or perform triage, history and physicals and treatments within established nursing protocols and nurse practice standards.
- 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 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 CPR with AED.
- Must have fair knowledge base of categories and characteristics of medications used in providing care.
- Ability to establish rapport and deal professionally with detainees from varied ethnic, cultural and economic backgrounds.
- Possesses knowledge of and adherence to safety precautions, including proper use of personal protective equipment (PPE).
- Responsible for ordering, receiving and securing of prescribed medications and supplies.
- Knowledge and monitoring of detainees who have chronic diseases, including but not limited to diabetes, hypertension, hepatitis, asthma and HIV
- Ability to plant and read PPD/TST tests.
- All other tasks as indicated by the Director of Nursing, Health Service Administrator, Medical Director or their designees.
- Must follow all nursing protocols and policies of the Health Service Department, as well as nurse practice standards.
- Registers and logs all security instruments in the department, such as sharps, temperature logs, and controlled substances.
- Responsible for the medications locked in the medication cart.
- All other tasks as required by your supervisor.

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

**A: KNOWLEDGE REQUIRED**

***Good knowledge of:***

- Nursing Theory and process
- Excellent patient evaluation/screening 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.

**I HAVE READ AND ACNOWLEDGE FULL UNDERSTANDING OF THIS JOB DESCRIPTION.**

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Licensed Practical Nurse Date

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Health Service Administrator Date

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Warden Date

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Human Resources Director Date

Revision Date: August 2019