

**INDEPENDENT DIALYSIS FOUNDATION, INC.  
POSITION DESCRIPTION**

**TITLE:** Licensed Practical Nurse  
**EXEMPTION:** Non-Exempt  
**HOURS:** Facility Specific  
**ON CALL:** Facility Specific

**SUMMARY**

The LPN functions in the nephrology healthcare environment utilizing professional standards in accordance with the scope of practice of the Maryland Board of Nursing [MBON] Nurse Practice Act, IDF policies and procedures, and all other regulatory agencies. The LPN is responsible for knowing the MBON Nurse Practice Act as it relates to nursing practice.

The LPN provides hemodialysis and/or peritoneal dialysis treatments to renal failure patients and routinely performs nursing tasks as ordered by the physician and delegated by a RN.

**EDUCATION**

Must be at least 18 years old.  
Must be a graduate of practical nursing education program approved by the MBON.  
Must be able to read, write, speak, and understand the English language.

**EXPERIENCE**

Completion of an accredited practical nursing education program approved by the MBON or one year of LPN experience preferred.

**DEGREES, LICENSURE, AND/OR CERTIFICATION**

Must successfully complete the IDF orientation program [passing score of 80%].  
Must be licensed by the MBON as LPN. If a graduate of a practical nursing education program, must pass the NCLEX PN after two attempts within 120 days.  
Must obtain CPR certification within the probationary period.  
BONENT Certified Peritoneal Dialysis Nurse recommended.  
BONENT Certified Hemodialysis Dialysis Nurse recommended.

**PHYSICAL REQUIREMENTS**

Able to lift minimum weight of 35 pounds, use full range of body motions, and perform repetitive standing, sitting, stooping, walking, stretching, and reaching for prolonged periods of time.

Potential exposure to infectious/contagious diseases via blood, sputum, and other body fluids, hazardous chemicals and materials, combustible materials [i.e. oxygen], and electrical equipment.

**MAJOR DUTIES**

Act as an advocate, assist the patient in seeking information, assure the patient has the opportunity for informed consent for treatment decisions, and promote the maximal level of patient-desired independence.

Administer patient care in a safe, confidential, and respectful manner.

Accept and transcribe verbal, telephone, and written physician orders to the patient's medical record and clinical database.

Apply the principles of dialysis to the technique of dialysis by safely initiating, monitoring, and discontinuing dialysis on a variety of patients with fistulas, grafts, and vascular and peritoneal catheters, via the dialysis machine and using other ancillary equipment.

Apply interpersonal relationship skills in the healthcare workplace.

Assist other health care personnel in the delivery of patient care.  
Clean and disinfect dialysis machines and ancillary equipment per IDF Infection Control Policy.

Contribute to the nursing process in a team relationship through assessment, planning, implementation of the nursing plan of care, evaluation, and accurate, timely, and legible documentation in the patient's medical record and clinical database.

Delegate and supervise nursing acts of CNADTs who are prepared or qualified to perform such an action and correct any situation in which a CNADT under the LPN's supervision is performing nursing acts incorrectly.

Demonstrate compliance with Infection Control Policy when performing all duties.

Identify the LPN's role in relation to the healthcare workplace, especially in relation to the performance of delegated nursing functions.

Identify and apply basic observational, recording, and reporting skills.

Identify the purpose and methods of obtaining laboratory specimens per the physician orders and preparing the specimen for delivery to the laboratory.

Obtain vital signs and weights on a variety of patients and record and report the results.

Participate in maintaining the healthcare workplace including equipment and other material resources in a cost effective manner.

Participate in CQI, in-services, staff meetings, patient care conferences, and other facility meetings.

Participate in own professional development by maintaining required competencies and certifications, and attending educational offerings. Supports the education and development of staff, patients, and patients families.

Perform administration of medications, fluid therapy, and blood products, or other appropriate treatments per the physician's order and document accurately, timely, and legibly in the patient's medical record and clinical database.

Perform and document patient observations and data collections accurately, timely, and legibly in the patient's medical record and clinical database.

Perform selected treatments on various types of accesses [fistulas, grafts, and vascular and peritoneal catheters] on a variety of patients.

Perform selected treatments [apply oxygen devices, observe oxygen flow, observe IV flow and sites, etc.] on a variety of patients and record and report observations.

Perform Chlorine/Chloramine testing as assigned prior to the initiation of treatment for each patient shift. Inform Charge RN of results.

Perform basic workplace tasks utilizing a computer.

Perform selected procedures using a variety of ancillary equipment [testing blood sugars, conductivity measurements, etc.]

Perform all other duties as delegated or assigned in accordance with IDF polices and procedures and state and federal regulations [CMS, HIPAA, OHCQ, MCKD, OSHA, CDC, MBON, etc.].

Promote good public relations by being courteous and helpful to patients, co-workers, visitors, and employees in ancillary departments in both the chronic and acute facilities.

Provide an environment which promotes cleanliness, safety, and well being for patients, visitors, and co-workers.

Report patient response to care to a nurse or physician for evaluation, intervention and modification of the plan of care immediately.

Report any missing, damaged, or malfunctioning equipment or property.

Respond appropriately to visual and audible alarms of the dialysis machine and other ancillary equipment.

**EMPLOYEE ACKNOWLEDGEMENT:**

My signature indicates that I have received a copy of, read, and understand the contents of the Position Description. Any questions that I may have had have been answered.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date