

LPN Reference

Applicant _____ Referred
by _____
Date _____

Part 1: Reference

1. Describe a typical assignment and the types of patients that the individual may have cared for. Give examples of the daily assignments.

GS-5 Demonstrated knowledge and ability to provide a full range of practical nursing care to patients with a variety of physical and/or behavioral problems.

GS-6 Technically proficient in initiating, performing and completing assigned duties in providing care to variable patient populations.

2. Tell me about this individual's experiences with orienting or training another nursing employee.

GS-5 Works with the RN and/or MD/DO to appropriately orient/train less experienced LPNs/LVNs and/or Nursing assistants (NAs)/Health Technicians (HTs) in relation to acceptable standards of practice in promoting optimal patient care delivery

GS-6 Knowledge and understanding of human behavior, patient motivations and reactions to situations, and ability to appropriately utilize this knowledge in working effectively with patients, family members, and other staff.

Actively seeks out educational opportunities to enhance nursing knowledge and skills, sharing new knowledge gained with other staff to improve and advance nursing practice.

3. What kind of independent nursing procedures has the individual performed in different clinical settings?

GS-5 Completed work is under the general supervision of an RN or MD/DO. Individuals at this grade level are expected to have a broad working knowledge of practical nursing procedures. However, completion of more complex practices or procedures may be subject to closer higher-level review.

GS-6 Knowledge and ability to appropriately carry out assigned patient care based on the patients' conditions; to use judgment in selecting the appropriate order and sequence of procedures and treatments; and to accurately recognize, report and record relevant patient information. Completed work should need only a general review by the RN or MD/DO for appropriateness and conformity with established policies/procedures.

4. Describe the different procedures in which the individual may have assisted. Include role, equipment, specialized instruments, and safety measures.

GS-5 Recognizes and appropriately responds to breakage/malfunction or loss of equipment, safety hazards, and supply deficiencies, promptly reporting to appropriate personnel for correction action.

GS-6 Knowledge and skill in performing support duties for complex diagnostic tests and/or specialized practices or procedures, which include preparing the patient, assisting in the diagnostic examination, preparing and handling specialized instruments or other specialized equipment, and monitoring the patient's condition before, during and following the procedure. Serves as a preceptor in orienting, education and training less experienced LPNs/LVNs or NAs/HTs related to support duties for these more complex, specialized tests/procedures.

5. What kinds of patient education has the individual participated in?

GS-5 Provides effective education to patients and/or family members in relation to common disease processes, medication, and/or prescribed treatment regimes.

GS-6 Ability to observe, identify and respond to the patient's needs for care, including medication, equipment-assisted care and patient/family education. In organizing and delivering care, the LPN/LVN recognizes and considers emotional, cultural, spiritual, socio-economic, and age-related factors.

6. Give me an example of the individual's experience on an interdisciplinary team and specifically describe that person's role.

GS-5 Demonstrated ability to serve as a responsible member of the nursing team and interact in an appropriate manner with patients, family members, professional and other supportive personnel involved in the delivery of patient care, incorporating acceptable, established customer service standards into practice.

GS-6 Establishes constructive relationships with individual patients and their families to elicit feelings and attitudes, and to promote positive relationships, communication and socialization skills. Fosters an environment of respect for individual patient and family rights to privacy and dignity in all aspects of care delivery. Effectively incorporates knowledge and understanding of established customer service standards in all interactions with patients, family members, and/or other internal/external customers

7. Describe the individual's qualifications in medication administration, including documentation and assessment of the patient's response.

What experiences has the individual had with electronic systems?

GS-5 Knowledge and skill sufficient to prepare, administer and appropriately document actions taken specific to commonly prescribe oral, topical, subcutaneous, intramuscular, and/or intravenous medications as permitted by approved local facility policies and procedures. Observation documentation will include patient's response to medication administered and the reporting of any noted change in patient's condition to RN or MD/DO.

GS-6 Prepares and administers prescribed medications (oral, topical, subcutaneous, intramuscular and/or intravenous) and performs treatments according to established policies/procedures. Observes for physical and/or emotional changes in patient's condition from prescribed medications/treatments, promptly and accurately documenting noted changes, and reporting any deviations from normal to RN or MD/DO.

8. To your knowledge, has this individual ever been involved in emergency situations? Describe the individual's role, and effective measures that were taken.

GS-5 Knowledge and ability to recognize the need for and to institute emergency measures when indicated, promptly seek the assistance of the RN or MD/DO, and assist in resuscitation procedures in cardiac and/or pulmonary arrest.

GS-6 Knowledge and ability to recognize urgent or emergent patient care situations, seek assistance of the RN and/or MD/DO, and initiate appropriate emergency interventions as directed.

Additional information, observations, or comments:

Signed _____