

JOB DESCRIPTION

TITLE: Licensed Practical Nurse (L.P.N.)

RESPONSIBLE TO: Registered Nurse (R.N.) Supervisor

DEFINITION: Under the supervision of the R.N. Clinician or Director of Nursing, is responsible for supervision of the day-to-day nursing activities performed by nursing assistants and provision of direct resident care as established by Federal and State regulations.

QUALIFICATIONS:

1. Must be, as a minimum, a graduate of an approved L.P.N. program.
2. Must possess the ability to plan, organize, develop, implement and interpret the programs, goals, objectives, policies and procedures, etc., that are necessary for providing quality care.
3. Satisfactory personal and work related references.
4. Experience one (1) year of employment in a nursing home, medical office or nursing position.
5. Knowledge of medical terminology and nursing practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Direct the day-to-day functions of the nursing assistants in accordance with current rules, regulations and guidelines that govern the long-term care facility.
2. Ensure that the written policies and procedures that govern the day-to-day functions of the Nursing Department are followed by all nursing personnel assigned to you.
3. Interpret the department's policies and procedures to personnel, residents, visitors and government agencies as required.
4. Complete accident/incident reports as necessary. Chart all accidents/incidents involving the resident. Follow established procedures.
5. Chart nurse's notes in an informative and descriptive manner that reflects the care provided to the resident, as well as the resident's response to the care.
6. Transcribe physician's orders to resident charts, medication administration record, treatment administration record and care plans as required.
7. Report all discrepancies noted concerning physician's orders, diet change, charting errors, etc. to the R.N.
8. Perform routine charting duties as required, and in accordance with, our established policies and procedures.
9. Sign and date all entries made in the residents' medical record.
10. Prepare and administer medications as ordered by the physician.
11. Order prescribed medications, supplies and equipment as necessary, and in accordance with, our established policies.
12. Ensure that an adequate supply of floor stock medications, supplies and equipment are on hand to meet the nursing needs of the residents. Report needs to the R.N.
13. Clean medication cart according to established procedures.

14. Make daily rounds of assigned unit to ensure that nursing service personnel are performing their work assignments in accordance with acceptable nursing standards. Report problem areas to the R.N.
15. Give/receive the nursing report upon reporting in and ending shift duty followed by narcotic reconciliation. Review 24 hour report in conjunction with regular report at beginning of shift.
16. Inform nursing personnel of new admissions, their expected time of arrival, room assignment, etc.
17. Ensure that rooms are ready for new admissions.
18. Greet newly admitted residents upon admission. Escort to room as necessary.
19. Make rounds with physicians as necessary.
20. Cooperate with and coordinate social and activity programs with nursing service schedules.
21. Make periodic checks to assure that prescribed treatments are being properly administered by nursing assistants and to evaluate the residents' physical and emotional status.
22. Administer professional services such as: catheterization, tube feedings, suction, applying and changing dressings/bandages, colostomy and drainage bags, taking blood, giving massages and range of motion exercises, care of the dead/dying, etc., as required.
23. Check foods brought into the facility by the residents' family/visitors to assure that it is within the residents' dietary allowances. Report problem areas to the Registered Nurse and Dietary Supervisor.
24. Inspect the nursing service treatment areas daily to ensure that they are maintained in a clean and safe manner.
25. Make independent decisions concerning nursing care.
26. Obtain sputum, urine and other lab tests as ordered.
27. Take and record TPR's, Blood Pressures, as needed and record in PCC. Ensure monthly checks are obtained and documented on during first week of the month.
28. Ensure staff are attending care conference.
29. Review care plans daily to ensure that appropriate care is being rendered.
30. Inform the R.N. of any changes that need to be made on the care plan.
31. Ensure that your nurse's notes reflect that the care plan is being followed.
32. Review resident care plans for appropriate resident goals, problems, approaches and revisions based on nursing needs.
33. Provide other work related duties as assigned.
34. Work all tours of duty as required.

WORKING CONDITIONS:

1. Works in well-lighted and ventilated office area (s), as well as, throughout the nursing service area. (i.e., drug rooms, nurse's stations, resident rooms, etc.)
2. Sits, stands, bends, lifts and moves intermittently during working hours.
3. Is subject to frequent interruptions.
4. Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
5. Is subject to hostile and emotionally upset residents, family members, personnel and visitors.
6. Communicates with the medical staff, nursing personnel and other department supervisors.
7. Is willing to work beyond normal working hours and on weekends and holidays when necessary.

8. Is involved in community/civic health matters/projects as appropriate.
9. Attends and participates in continuing educational programs designed to keep you abreast of changes in your profession, as well as, to maintain your license on a current status.
10. Is subject to falls, burns from equipment, odors, etc., throughout the work day.
11. Is subject to exposure to infectious waste, diseases, conditions, etc., including exposure to the AIDS and Hepatitis B viruses.
12. Maintains a liaison with the residents, their families, support departments, etc., to adequately plan for the residents' needs.

SPECIFIC REQUIREMENTS:

1. Must be able to write the English language in a legible and understandable manner.
2. Must possess the ability to make independent decisions when circumstances warrant such action.
3. Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
4. Must be a minimum of eighteen (18) years of age.
5. Must be knowledgeable of nursing and medical practices and procedures, as well as laws, regulations and guidelines that pertain to long-term care.
6. Must possess leadership and supervisory ability and the willingness to work harmoniously with professional and non-professional personnel.
7. Must possess the ability to plan, organize, develop, implement and interpret the programs, goals, objectives, policies and procedures, etc. that are necessary for providing quality care.
8. Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle difficult residents.
9. Must be willing to seek out new methods and principles and be willing to incorporate them into existing nursing practices.

PHYSICAL REQUIREMENTS:

1. Must be able to move intermittently throughout the work day.
2. Must be able to speak the English language in an understandable manner.
3. Must be able to cope with the mental and emotional stress of the position.
4. Must be able to see and hear, or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
5. Must function independently, have flexibility, personal integrity and the ability to work effectively with residents, personnel and support agencies.
6. Must be in good general health and demonstrate emotional stability.
7. Must be available for mandatory overtime as required.
8. Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and at times, hostile people within the facility.
9. Must be able to lift a minimum of 50 pounds.
10. Repetitive functions as follows:
 - A. Fine manipulation – finger and thumb
 1. Opening unit dosage packages
 2. Pulling charts
 3. Writing information in charts
 - B. Push/pull – med carts – weighing approximately 50 to 75 pounds.

RESIDENT AND STAFF SAFETY:

Employees are responsible for actively participating in Valley View Nursing Center resident and staff safety improvement. Employees have the responsibility to: Identify processes or systems that could potentially lead to errors and adverse events. Know and follow organizational and department policies and procedures applicable to assigned duties. Avoid taking shortcuts or encouraging others in the organization to shortcut established policies and procedures as a means of facilitating resident care. Inform residents and families about care, medications, treatments and procedures; encourage them to ask questions and participate with caregivers in the development of their treatment. Use sound judgement and awareness of potential hazards before taking action. Participate in required departmental and organizational resident and staff safety programs. Promptly report serious events and incidents in accordance with established facility policy and procedure. Assume responsibility for one’s own professional development and education to improve individual performance and facility resident safety. Work safely, as a condition of continued employment.

HIPAA Privacy Requirements

The Employee acknowledges and agrees that while performing job responsibilities for Valley View Nursing Center, the employee may create, receive, or review certain Resident Protected Health Information (PHI), as such term is defined in the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereon (The “HIPAA Privacy Rule”). The Employee further agrees to use and/or disclose PHI only as permitted or required to do their job, to use all reasonable efforts to maintain the security of the PHI, and to prevent the unauthorized use and/or disclosure of the PHI. Employee also understands and agrees to maintain PHI as confidential, and not divulge such information to any unauthorized third party for which PHI was not intended.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Licensed Practical Nurse and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that as a result of my employment, I may be exposed to the AIDS and Hepatitis B viruses.

Date

Signature
Licensed Practical Nurse

Date

Signature
Nursing Administration