

PRESBYTERIAN MANORS OF MID-AMERICA POSITION DESCRIPTION

Position Title:	Licensed Practical Nurse (LPN)
Last Updated:	01/2015
Department:	Health Services
Supervisory Responsibilities:	Yes
Reports to:	Health Services Director

Position Summary:

This position is responsible for providing direct nursing care to residents, and supervising the day-to-day nursing activities performed by nursing assistants. Such supervision must be in accordance with current federal, state and local standards, guidelines and regulations governing the Community and as may be required by the department director or supervisor to ensure the highest degree of quality care is maintained. Advances the value that the resident comes first. The employee values the Community as the residents' home and works to create attributes of home and models person centered care.

Overall Essential Functions of the Position:

1. Comprehends the duties and responsibilities of the position.
2. Carries out the duties and responsibilities of the position in a professional manner.
3. Adapts to changes in the work place with ease.
4. Meets the needs of the work schedule (promptness, attendance), unless otherwise excused, and makes appropriate use of time while at work.
5. Follows established safety protocols as appropriate for position and/or location.
6. Customer Service duties are exhibited through promptness, accuracy, empathy, clarity, tone and appropriateness with non-PMMA staff (i.e., residents, resident families, outside community, vendors, etc.).
7. Communication duties are exhibited through promptness, accuracy, empathy, clarity, tone and appropriateness with PMMA staff.
8. Provides and initiates, creative, practical problem solving recommendations and/or takes the initiative to appropriately enhance job duties or area.
9. Works well with others, assists others when needed or asked and appropriately lends support to others even when not asked.
10. Appropriately uses property, supplies and productivity during work time.
11. Represents and demonstrates the PMMA mission while carrying out job duties.
12. Attends training and or development programs as appropriate to meet or enhance current job or career knowledge.
13. Performs additional duties as reasonably assigned.

Essential Duties and Responsibilities of the Position:

1. Directs and monitors the nursing functions of assigned nursing assistants to ensure compliance with the current rules, regulations, guidelines, policies and procedures which govern the long-term care. This includes planning the shift's services, programs and activities and making appropriate reports/recommendations. Coordinates and communicates with other service areas or providers (i.e., physician's) to ensure the resident's plan of care is met.
2. Ensures appropriate documentation is maintained and followed. This includes completing medical forms and records, narcotic records, medication records, reports, telephone orders, plans of care, evaluations, diet orders, charting, admission, transfer and discharge forms as necessary. Encourages attending physicians to review treatment plans and records and to sign orders, progress notes, etc., in accordance with established policies. Resolves and/or reports discrepancies as appropriate.
3. Makes rounds to ensure nursing staff perform their work assignments in accordance with acceptable nursing standards and resident choices. Appropriately monitors that residents are treated with kindness, dignity and respect and that care needs are met.
4. Appropriately interprets the department's policies and procedures for staff, residents, visitors and government agencies as required.

5. Reports, documents and/or investigates allegations or concerns from residents, resident families or staff promptly and appropriately. This includes, but is not limited to; resident abuse, neglect, misappropriation of resident property, harassment, discrimination, safety violations, accidents or incidents.
6. Knows how to create systems and adapts daily routines and person centered care practices to accommodate resident preferences.
7. Empowers and supports the care team in providing person centered care.
8. Ensures that an adequate stock level of medications, medical supplies, equipment etc., is maintained on the assigned shift to meet the needs of the residents. Appropriately monitors usage to ensure supplies are used in an efficient manner to avoid waste.
9. Ensures assigned staff follows established universal precautions, safety and sanitation procedures and regulations. Appropriately manages reported occupational exposures to blood, body fluids, infectious materials and hazardous chemicals. Follows established infection control and isolation precautions and procedures. Reports missing/illegible labels and SDSs to the Director of Environmental Services or other designated person. Ensures staff adheres to fire, smoking, equipment and safety policies and procedures.
10. Protects the residents and PMMA by not disclosing or using resident health information for any purpose other than treatment for the resident, payment and operations.
11. Immediately notifies supervisor if a resident is leaving/missing from the Community.
12. Values and respects the choices and preferences of residents and works to create attributes of home, with emphasis on person centered care.
13. Upholds resident rights and confidentiality. Creates and supports a physical environment which is accessible and supports privacy, independence and comfort.

Requirements of Position:
(All are required unless otherwise noted.)

Education, Experience and/or Training (i.e., License, Certificate and/or Registration):	<ul style="list-style-type: none"> • Must be a graduate of an approved LPN program. • Must possess a current license to practice as a LPN in this state. • Previous geriatric nursing/long-term care experience desired. • I.V. Certification desired.
Special Knowledge:	<ul style="list-style-type: none"> • Knowledge of nursing and medical practices and procedures, as well as laws, regulations, and guidelines governing long-term care.
Skills and Abilities:	<ul style="list-style-type: none"> • Must be able to read, write, speak and understand the English language. • Must possess the ability to make independent decisions when circumstances warrant such action. • Must possess the ability to deal tactfully with staff, residents, visitors, government agencies/personnel and the general public. • Must possess leadership and supervisory ability and the willingness to work harmoniously with and supervise other staff. • Must be able to plan, organize, develop, implement and interpret the programs, goals, objectives, policies and procedures, etc., that are necessary for providing quality care. • Must have patience, positive disposition and enthusiasm, as well as the willingness to handle difficult residents. • Must be able to relate information concerning a resident's condition. • Must be able to function independently, have flexibility, personal integrity and the ability to work effectively with all (i.e., residents, resident families, staff, physician's and support agencies). • Must not pose a direct threat to the health or safety of other individuals in the workplace.

Physical or Mental Demands:	<ul style="list-style-type: none"> • This position is classified as Medium Work for physical exertion requirements. Medium work involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds. • Periods of prolonged sitting, standing, bending, stooping, squatting, reaching above, at or below shoulder level, kneeling, crouching and twisting may occur. • Must meet the general health requirements set forth by the policies of this Community that may include a medical and physical examination. • May be necessary to assist in the evacuation of residents during emergency situations. • Moves intermittently during working shift. • Is subject to frequent interruptions.
Working Environment:	<ul style="list-style-type: none"> • Works in office area(s) and nursing service area (i.e., drug rooms, nurses' stations, resident rooms, etc.). • Interacts with residents, resident families, staff, visitors, government agencies/personnel, etc., under all conditions and circumstances. • Works beyond normal working shift, and/or subject to call back, when necessary and in other positions, temporarily, when needed. • Is subject to injury from falls, burns from equipment, odors, etc., throughout the work shift. • Is subject to exposure to dust, disinfectants, chemicals and other air contaminants. • May be exposed to illnesses and diseases, including Tb and the AIDS and hepatitis B viruses.

Risk Exposure to Blood/Body Fluids:	It is highly likely that while performing the essential functions of this position you will be exposed to blood or body fluids.
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I acknowledge that I have received a copy of the **Licensed Practical Nurse** job description and have had the opportunity to review and ask questions regarding the duties and responsibilities of the specific position. I understand that the job description is not an exhaustive representation of the tasks I will be required to perform.

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____

Supv. or Dept. Mgr. Signature: _____ Date: _____

Human Resource Signature: _____ Date: _____