

Position Title: Licensed Practical Nurse

Position Reports To: Supervising Nurse/Assistant Supervising Nurse

Date of last revision: April 2012

Job Objectives:

- To Provide quality resident care to geriatric and disabled individuals as specified on individualized resident care plan and assignment sheets according to established policies, procedures and objectives of the nursing home
- To provide a safe environment to the residents of the Hope Creek Care Center
- Under general supervision of the RN/Supervisor, provide routine nursing and personal care services to long term care residents with complex medical diagnosis
- Acts in the capacity of a Charge Nurse and supervises non-professional staff
- To hold non-licensed staff accountable for their work

Position Responsibilities

- Assisting and caring for others by providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers and residents. Acts as a liaison and advocate for residents.
- Communicating with supervisors and peers by providing information to supervisors and coworkers by telephone, in writing, or in person.
- Provide direction and supervision to nursing assistants daily activities and performance.
- Making sound decisions and solving problem by analyzing information, ensuring compliance with laws and regulations, and evaluating results to choose the best solution.
- Keeping up to date technically and applying new knowledge to position.
- Monitor all facility control practices, procedure, and policies to ensure compliance for the safety of all employees and residents.
- Make rounds with physician on unit and /or communicates with physician and assures his orders are promptly and appropriately carried out and that he is kept informed of the residents status and any changes in their condition
- Assures proper administration and documentation of prescribed medications and observes for physical and emotional contraindications to medications
- Assures appropriate administration of treatments such as wound care, tube feedings, suctioning, catheterizations, oxygen, etc
- Reviews monthly physician's orders sheets (POS) and MAR for accuracy and assures weekly/monthly medication exchange is compliant with physicians orders
- Orders routine laboratory orders per physicians orders
- Receives shift report and pass on pertinent information to C.N.A. at beginning of each shift. Reports to oncoming charge nurse at end of shift all information related to each residents plan of care
- Admits and discharges resident per policy of Hope Creek Care Center and notifies supervisor of any abnormalities

- In the event of the death of a resident, notifies the physician, coroner, family, D.O.N. and administrator.
- Use all tools available to them to increase resident outcome and decrease hospital re-admission (ex. Carepaths, stop and watch, SBAR, transfers sheets)
- All other duties as assigned by your immediate supervisor

Knowledge and Skills Requirement

- Must have working knowledge of practical nursing theories and policies
- Must comply with all rules and regulations set forth by IDPH and CMS
- Must be able to safely perform the essential job functions with or without reasonable accommodations
- Must be neat and well groomed and adhere to dress code of nursing department
- Requires ability to communicate effectively both orally and in writing with residents, families, the public and other staff of Hope Creek Care Center
- Requires ability to read and write English and document observations in legible handwriting
- Requires excellent assessment skills
- Requires organizational and decision making abilities
- Requires flexibility and good time management skills
- Requires ability to establish and maintain a working relationship with professional/licensed and non-licensed residents, families and the general public
- Must attend In-service education programs and meet facility in-service requirements
- Must have current CPR certification
- Must act as a role model for non-license staff
- Must maintain confidentiality
- Ability to exert physical effort, standing, lifting and carrying materials or equipment
- Work with D.O.N/A.D.O.N and other members of the management team for education needs of the residents to help improve quality outcome

Mental and Physical Requirements

- **LIFTING:** Frequent (contingent upon the needs of the unit) Transfers include bed to wheelchair, wheelchair to bed, wheelchair to shower chair, hooyer lift. A resident may require transfer 5-6 times per shift. Weight lifting requirements will vary depending upon the size/weight of the resident, and the method of transfer being used i.e. 1:1, 2:1, OR 3:1 and the use of the hooyer.
- **CARRYING/LIFTING:** Treatment baskets, weigh less than 5 lbs. Food trays weighing 5-10 lbs. Commodes up to 14 lbs. for distances up to 100 ft.
- **PUSHING/PULLING:** All requirements vary depending upon mobility and weight of resident. Wheelchairs, distance may vary up to 100-200 ft. and more with a force of 20-30 lbs. pressure. Shower chairs, 20-30 lbs. required force for distance of 20-50 feet. Hoyer lift, 20-30 lbs. force depending on size of individual. Medicine Care, frequent push/pull, distance up to 100 feet, varies by unit.

- **STANDING:** continuous 66% of shift or more.
- **SITTING:** Occasional (less than 33% of shift) Intermittent 5-10 minutes for documentation and feeding residents.
- **REACHING:** all levels, occasionally reaching to 6 feet to retrieve supplies.
- **STOOPING/FORWARD BENDING:** Occasional/frequent, repetitions will vary depending upon activity performed (feeding residents, dispensing medications, and giving treatments).
- **TWISTING;** Occasional for short distance i.e. transferring a resident.
- **STAIR CLIMBING:** rare, except in the event of fire or elevators non operational.
- **WALKING:** frequent back and forth waling to and from resident's room, nurses station and dining room.
- **HEARING:** is required to monitor residents' needs and receiving instructions fro other employees. Needs include residents call lights and phone.
- **VISION:** required to in reading charts and medication verification and treatment.

Work Environment

Conditions of the environment may lead to exposure of disease or infections, requires close proximity to other people, requires much standing, walking, bending, and lifting, requires continuous interaction with other people. The work environment also requires working as a team with a heavy emphasis on accuracy. The work environment at times can expose employees to situation that may be emotional and stressful.

Minimum Qualification Requirements:

Licensed Practical Nurse in Illinois; graduated from approved school of practical nursing.
 Previous experience in long term care preferred but not required
 CEU requirements met per State of Illinois

Signature_____ Date:_____