

## Job Description

**Position Title:** Licensed Practical Nurse

**Reports To:** Director of Nursing or Assigned Nursing Supervisor

### **Job Summary:**

The staff Licensed Practical Nurse is responsible for the nursing care of residents during his/her shift.

### **Essential/ Duties & Responsibilities**

- Makes rounds to observe and evaluate the physical and emotional status of residents and takes necessary action
- Prepares and administers medications and treatments
- Assesses residents for physician, mid-level provider, etc.
- Consults with physicians, receives, records and implements orders.
- Schedules appointments as needed
- Documents resident status on monthly summaries, nurse's notes and other reports as needed.
- Models appropriate behavior when interacting with staff, residents and families
- Assists residents as needed to perform ADL activities
- Participates in staff meetings and give in-service as needed
- Monitors supplies and informs DON, designee of needs
- Is responsible for medications and equipment on the unit and maintains a neat and orderly work area
- Consults DON, designee as warranted
- Is supportive of administrative and nursing policies and procedures.
- Checks medications from pharmacy for quantity and notifies of problems
- Completes assessments as assigned
- Implements Physician Orders
- Provides a written and, if needed and oral report to on-coming staff nurse
- Charts medications and treatments provided
- Monitors and maintains a record of vital signs
- Completes reports as warranted.

**Resident Rights:** Promotes residents' rights; assists residents to make informed decisions; treats residents with dignity and respect; reports suspected abuse or neglect; resolves grievances; supports independent expression; choice and decision making.

**Leadership:** Demonstrates willingness to try new tasks; generates new ideas for change; evaluates and recognizes priorities; selects effective team members; challenges others to learn; keeps current and integrates new information; communicates and models organization values; fosters high performance; recognizes need for and provides adequate resources.

**Quality Improvement:** Applies quality improvement methods and techniques; assists in data collection; identifies processes for improvements in daily work and educates new employees in team building processes.

**Environment of Care:** Demonstrates understanding of fire and emergency procedures; participates in fire and disaster drills; maintains emergency supplies and equipment; demonstrates understanding of safety and security procedures; applies safety and security precautions; demonstrates understanding of hazardous materials plan; demonstrates proper use of equipment.

**Infection Control:** Applies hand washing principles during daily work; demonstrates understanding of isolation precautions; recognizes signs and symptoms of infection and complies with the employee health program; demonstrates understanding of the process for identifying and handling infectious waste, maintains personal hygiene; complies with OSHA standards in the work place; and demonstrates understanding of cross-contamination.

**Information Management:** Enters or records data; promotes confidentiality of resident information; logs onto the system using own password; logs off the system when leaving work station; reports suspected violation of security/confidentiality issues.

**Interpersonal Skills:** Demonstrates active listening techniques; gains support through effective relationships; treats others with dignity and respect; seeks feedback; sets clear standards for performance; evaluates job performance and provides effective feedback; establishes systems to measure effectiveness; efficiency and service; creates and maintains reporting mechanisms.

**Continuing Education:** Attends in-service and education programs; attends continuing education required for maintaining of professional certification or licensure.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand, walk, use hands or fingers, reach with hands and arms, talk or hear. The employee is occasionally required to sit, climb or balance and stoop or kneel.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to blood or other body fluids, fumes or airborne particles and toxic caustic chemicals. The noise level in the work environment is usually moderate.

**Employee Acknowledgement**

I have read the above the Job Description and understand the requirements and expectations of the position of Licensed Practical Nurse for Creekview Nursing and Rehab.

**Signed:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date