**MISSION:**

**PHILOSOPHY**

**JOB POSITION**: Licensed Practical Nurse

**DIRECT SUPERVISOR**: Assisted Living Manager

**FLSA STATUS:**  Exempt or Non-exempt Salary or Hourly

**Job Summary**: Under the direction of and in collaboration with the Assisted Living RN, performs responsibilities exercising initiative, judgment, and independent decision-making within the scope of the State Nurse practice Act, gerontological nursing, state and federal regulations. As a Licensed Practical Nurse, you will observe, gather, communicate, and propose interventions, record data about resident conditions in a supervised, systematic approach to the care of residents and their families. The LPN services as a member of the interdisciplinary team to provide an environment that enables each resident to reach their highest attainable state of well-being.

**Job Qualifications**:

* Graduate from an accredited school of nursing with current licensure as a nurse in the state of MN.
* Certification of and maintain Basic Life Support skills.
* Experience working the long-term care setting favored. Completion of on-site orientation program will be given to obtain desired entry level competency in lieu of experience.
* Work effectively with minimal supervision, ability to organize and manage own work load in a busy environment. Some independent actions are required.
* Knowledge of resident care plans, and state and federal long-term care regulations.
* Ability to communicate well with residents and families promoting customer service and respect.
* Must maintain a calm and warm working environment with co-workers.
* Meet the physical job demands of the position

**Hours of Work**: As Scheduled. Works weekends and holidays as scheduled. On call status as requested.

**DUTIES:**

PUBLIC RELATIONS:

* Complete Marketing duties as assigned by your Supervisor.
* Assist in planning/coordinating and hosting activities that bring the community to the facility (I.e. family picnic, parties, community coffee, Community Service Programs, Entertainment, Community Groups, Newsletters, Volunteer Program)
* Accepts inquires and provides tours to potential residents and their families or directs them to the facility designated individual who can.
* Maintains good relations with residents, family members, community guests, physicians, etc.
* Utilizes current and updated brochures/pamphlets available to advertise and market the facility
* Provides effective communication with other individuals (i.e. courtesy when answering the phones, assists visitors, guests and residents in finding their way around the building, does not gossip about, degrade or tarnish the reputation of the facility or any fellow employee)

RESIDENTS

* Reports Vulnerable Adult issues to their director supervisor as necessary.
* Visits with residents routinely regarding cares, activities, menus, likes and dislikes etc.
* Offers resolution or a visit from the appropriate individual who may offer resolution to any dislikes or concerns and communicates those with direct supervisor.
* Ensures any grievance is documented and reported to either the supervisor and/or RN.
* Incorporates customer orientated approach into daily routine.
* Maintains resident’s confidentiality and respect according to HIPPA and Resident Rights.

OPERATIONS

* Follows the resident’s specific plan of care to ensure highest level of health, safety and quality.
* Follows and adheres to Residents Rights
* Identifies and actively supports the role of resident advocate/liaison by communication and documentation with the interdisciplinary team.
* Responsible for meeting the needs and comfort of residents – to include bathing, dressing, grooming, eating, transferring, walking, toileting, bed mobility, behavior and treatment in accordance with policies and procedures.
* Participates in the development of the comprehensive Resident Care Plan involving the Resident, Family, Nursing Assistant, and interdisciplinary team.
* Responsible for the periodic review and proposing interventions to update the care plan to ensure the resident attains and maintains the highest practicable physical, mental & psychological well-being.
* Provide nursing care utilizing the components of the nursing process and evaluating Residents care through the concept of a modified primary nursing care delivery system.
* Responsible for managing residents care on a day to day basis.
* Make certain no chemicals are left unlocked or in resident’s rooms
  + Nursing Duties
* Ability to direct the day-to-day care given to residents by staff.
* Ability to assist in developing, implementing, and coordinating departmental policies and procedures, resident care plans, nursing objectives, and standards.
* Ability to complete supervisory visits as scheduled or when directed.
* Ability to comply with state and federal regulations.
* Ability to work with the Case Mix system and monitoring staffing levels as appropriate.
* Ability to work with physicians, consultants, and other professionals.
* Ability to perform medical record audits for compliance.
* Ability to monitor and work with staff regarding resident incidents.
* Ability to coordinate, supervises, develops and administrates nursing personnel under direction from the facility RN.
* Ability to promote and participate in staff teaching as necessary.
* Compliance with Monteux’s to new employees, communicate to RN.
* Diabetic toenails trimmed weekly.
* New admissions charts prepared prior to admission
* New admission paperwork done soon as possible so RN can do their part. Obtain what information is available prior to admit from family/other health facility.
* Discharge/Transfer summaries completed on that day.
* Annually : Contracts, med renewals (including RSO)
* F/U with monitoring HHA procedures, meds, ngs tasks.
* Complete MARs monthly, assures medication sheets are in place by the first of each month.
* Fills weekly pillboxes for medication administration by unlicensed staff.
* Assures that medication administration procedures are followed properly and discuss any needed corrections, errors, etc. with staff.
* Maintain secure medication for destruction, communicate with RN.
* Complete incident reports when appropriate (falls, bruising, medication error). Communicates with RN.
* Processes doc orders as soon as notified and communicates with RN
* Administers treatment to residents per orders, communicates to RN.
* Monitors staff for accuracy of monthly resident blood pressures, weights and pulse as requested.
* Supervises medical equipment being used in the building, proper following of policy/procedure.
* Schedules, leads and records minutes from monthly staff meetings.
* Is available for on-call medical questions and/or emergencies via phone.
* Check Foley for positioning/dignity and leg straps
* Provide proper incontinence care per the resident plan of care and the facility policy and procedure
* Check that resident’s personal items are labeled and stored properly
* Follow proper Infection control policy and procedure
* Provide proper grooming – nail care, hair care, oral care, bath schedule, appropriately dressed
* Answer Call lights timely with courtesy and respect, knocking before entering the room and introducing self to the resident and/or family/guests in the room.
* Ensure Dignity and privacy is maintained while providing service to the residents
* Provide accurate and honest ADL documentation as delegated
* Bath schedule adhered to
* Document skin observations (any changes, new occurrences, or resident concerns)
* Follow safety procedures, policies and manufactures instructions applicable to assigned duties. Participates in work place safety program.
* Responsible for prevention of unsafe work situations.
* Attends training and in-service opportunities.
* Completes other duties as designated

BUDGET

* Monitors use of supplies and attempts to minimize waste as much as possible.
* Monitors self, completes work accordingly and is mindful of punctuality avoiding unnecessary/unapproved over-time or the waste of unproductive time.
* Participate in the control of cost-effective services that include proper use of equipment, appropriate use of supplies, and effective, efficient organization of resident care duties.

BUILDING, GROUNDS, and EQUIPMENT

* Responsible for the building; cleanliness, repairs, replacement of fixtures and equipment; submit requests to Maintenance Department in a timely fashion to request any repair or maintenances.
* Aware of disaster plans for the facility and participates in these plans and procedures during drills or actual events.
* Responsible that storage area are kept neat and organized to promote a safe environment.
* Observe for Environmental cleanliness, pick up and discard any loose garbage and tidy up residents rooms as necessary throughout the work period.

EMPLOYEES

* Acts as a professional role model to other staff for carrying out procedures, documentation, leadership, and problem-solving skills.
* Assists other staff to be redirected in correct procedures as becomes aware of deficient areas, or directs concerns to Manager.
* Wears Name Tag at all times
* Is punctual in arriving to work, meetings, and following other schedules.
* Maintains confidentiality at all times.
* Seeks opportunities to maintain education, knowledge and skills; state and federal regulations, best clinical practices, and geriatric nursing practices
* Maintains proper hygiene according to departmental and position standards.
* Assumes responsibility for enhancing personal and professional development.

**Physical/Mental Demands**

**LPN**

|  |
| --- |
| **General Activity** |

**In a regular workday, employee may:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sit | **.5** | Hours at a time; up to | **2** | Hours during the day |
| Stand | **.5** | Hours at a time; up to | **3** | Hours during the day |
| Walk | **.2** | Hours at a time; up to | **3** | Hours during the day |

|  |
| --- |
| **Motion** |

**Employee is required:**

(In terms of a regular workday, "Occasionally" equals 1% to 33%, "Frequently" 34% to 66%, "Continuously", greater than 67%.)

|  |  |  |  |
| --- | --- | --- | --- |
| Bend/Stoop | Occasionally | Kneel, Duration 30 sec | Occasionally |
| Squat | Frequently | Balance | Occasionally |
| Crawl, Distance | Not at all | Twist | Occasionally |
| Climb, Height | Not at all | Keyboarding/Mousing | Occasionally |
| Reach above shoulder level | Occasionally |  |  |

|  |  |  |
| --- | --- | --- |
| **Other:** | | |
|  | Writing/Charting | Frequently |
|  |  | Choose an item. |
|  |  | Choose an item. |

|  |
| --- |
| **Physical Demand** |

**Employee’s job requires he/she carry and lift loads from the floor, from 12 inches from the floor, to shoulder height and overhead. Employee’s job requires a pushing/pulling force to move a load (not the weight of the load).**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Physical Demand Classification:** | | | **Carrying/lifting weight and pushing/pulling force:** | | |
|  |  |  |  | Occasionally | 35 lbs. |
|  | **Medium** |  |  | Frequently | 15 lbs.. |
|  |  |  |  | Constantly | 10 lbs. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sensory Requirements:** | | | |
|  |  | **Yes/No** | **Explanation (if Yes)** |
| Speech | Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. | Yes | communicating with staff, vendors and residents. In person or over telephone. |
| Vision (VDT) | Are there specific vision requirements for the job? | Yes | Must be able to read near to small print (computer screens) with near to normal vision. Must be able to recognize colors. |
| Hearing | Ability to receive detailed information through oral communications (i.e. phone calls). Ability to make fine discriminations in sound (i.e. taking blood pressures) | Yes | Able to hear alarms and respond to need; able to hear with stethoscope for taking of blood pressures |
| Smell | Ability to smell scents and identify correct odors. | Yes | Must be able to smell odors and recognize any foul or improper scents. |
| Taste | Ability to taste varying foods, herbs and spices. | No | Must be able to taste the food being prepared for proper flavor. |
| Touch | Ability to feel/touch. Use of extremities and sensation of touch. | Yes | Ability to sense hot/warm/cold touch for assessing of potential resident change in condition and reporting; ability to hold syringes for administering of insulin; ability to administer needle poke for glucose check. Ability to control grasp in providing cares to resident. |

|  |  |  |
| --- | --- | --- |
| **Environmental Factors** | | |
|  | **Yes/No** | **Explanation (if Yes)** |
| Working on unprotected heights | No | ladders |
| Being around moving machinery | No | cleaning equipment, mowers, snow blowers |
| Exposure to marked changes in temperature and humidity | Yes | working outdoors |
| Driving automotive equipment | Yes | facility or personal vehical for meetings |
| Wearing personal protective equipment | Yes | when working with chemicals or preventative precautions for infectious disease. |
| Exposure to atmospheric conditions (i.e. fumes, dust, odors, mists, gases, or poor ventilation) | No | general maintenance duties |
| Exposure to extreme noise or vibration | No | machinery |
| Exposure to blood, body fluids and waste | Yes | Resident direct contact |
| Exposure to radiation | No |  |
| Exposure to other hazards (i.e. mechanical, electrical, burns, or explosives) | No | machinery |
| Exposure to varying outdoor/weather conditions | No | Extreme cold/extreme heat |

|  |  |  |
| --- | --- | --- |
| **Emotional/Psychological Factors** | | |
|  | **Yes/No** | **Explanation (if Yes)** |
| Stress: Exposed to stressful situations | Yes | Must be able to work and adapt under stressful situations; change in resident behaviors, staffing needs/concerns. |
| Concentration: Must be able to concentrate on work tasks amidst distractions. | Yes | Must be able to work with constant interruptions such as phones ringing, others talking etc. |
| Must exert self-control. | Yes | Must display professional behavior at all times and in all circumstances. Must be able to listen to resident/customer requests and/or concerns |
|  | Choose an item. |  |

This job description is not intended to be all inclusive. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is not intended to be a written or implied contract of employment. I have read and understand this job description and physical/mental demands of my position and I agree to the conditions outlined in it. I understand that I will be evaluated, at least in part, by the standards outlined.

Check One:

\_\_\_\_\_\_\_ **I am able to perform all of these essential functions of this position.**

\_\_\_\_\_\_\_ **I request reasonable accommodation(s)**. (Please describe below in detail how you propose to perform the essential functions of this position.)

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EMPLOYEE SIGNATURE SUPERVISOR SIGNATURE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE DATE