

POSITION DESCRIPTION

TITLE:

LPN

ZANDEX, INC.

EXAMINED, ACCEPTED AND APPROVED

BY: _____

TITLE: _____

DATE: _____

POSITION DESCRIPTION

JOB TITLE: Licensed Practical Nurse (LPN)

DEPARTMENT: Nursing

JOB DESCRIPTION SUMMARY: Performs professional nursing services in the care and treatment of resident; supervises nurse aides, and is responsible for the daily care of all residents on the unit.

REPORTING RELATIONSHIPS: Reports to the RN Supervisor/ Director of Nursing/ Facility Administrator

REQUIREMENTS:

Education: Must be a Licensed Practical Nurse in the State of Ohio

Required: LPN degree from an accredited program

Preferred

Licensing/Registration/Certification:

Required: Licensed Practical Nursing degree

Experience:

Preferred: 1-3 years of previous LPN long-term care experience

Skills, Knowledge, and Abilities:

PHYSICAL:

Body Positions: Sitting, standing, squatting and stooping

Body Movements: Walking, lifting, carrying, pulling, pushing, bending and reaching are required in the accomplishment of tasks. Ability to lift 50 lbs.

Body Senses: Use of vision and hearing in communicating

MENTAL:

Mathematics: Math ability (add, subtract, multiply and divide).

Language: Ability to communicate in English, both in writing and verbally.

Remembering: Good mental and comprehension abilities

Reasoning: Good reasoning and problem solving abilities

Working Conditions: Non-smoking environment.

ESSENTIAL FUNCTIONS:

- 1) Maintain resident charts according to State standards
- 2) Monitor and keep updated medical list for each resident
- 3) Maintain and remind residents of yearly Health & Physical
- 4) Do resident health assessments yearly of if any medical or physical changes occur
- 5) Provide emergency care as needed; evaluate resident condition ; arrange for emergency transport as necessary
- 6) Notify Physician and families of any incidents or physical changes
- 7) Pass medications
- 8) Ensure Physician Order sheets are signed by the Physician
- 9) Maintain monthly MARS
- 10) Maintain tracking record of all resident incident reports each month
- 11) Document monthly weights and blood pressures for residents
- 12) Observe work habits of STNA's
- 13) Assist Physician with rounds if necessary
- 14) Assist STNA's with call lights
- 15) Help cover for other staff when needed
- 16) Assure continuity of resident care through daily updating of the resident' plan of care and shift report
- 17) Cooperates with other departments in the facility to ensure proper time frames are observed ie. meals, activities, etc.
- 18) Orders medications from the Pharmacy as needed.
- 19) Observes and monitors all infusions, ie. G-tube, N-G tube, IV's
- 20) Represents the facility by displaying a courteous and helpful attitude to staff, community representatives, families and visitors; maintaining highest level of professionalism at all times
- 21) All other duties as assigned

OTHER JOB CRITERIA:

Judgement and Decision Making:

1. Uses diplomacy and tact in association with residents, families, visitors, nursing home staff, and other business and professional contacts.
2. Initiative and independence of supervisory direction in carrying out daily responsibilities
3. Must be able to follow instruction and meet deadlines
4. Must use diplomacy and tact and recognize confidential nature of duties

Relationship to Others:

1. Works well with Administrator and Director of Nursing
2. Works well with other nursing home staff
3. Interacts well with general public
4. Interacts well with residents

Planning and Time Utilization:

1. Makes best use of time.
2. Consistently shows the ability to recognize and deal with priorities.

Initiative:

1. Performs all duties in an independent manner.
2. Recognizes and performs duties which need to be performed although not directly assigned – assists others as needed.

Attendance and Reliability:

1. Does not abuse or take advantage of time off.
2. Always provides proper notice in advance of absence.
3. Reports to work on time each day and after lunch or breaks.

Other:

1. Maintains work area in a neat and orderly manner.
2. Maintains a well-groomed, professional appearance.

STANDARDS OF PERFORMANCE:

The _____ will be deemed to be performing in an acceptable manner when the following criteria have been met:

1. Observes safety rules and practices
2. Communication remains open between residents, staff, Administrator and secretary
3. Accurate and regular reports are made to the Administrator
4. Daily work and any special assignments should be completed timely and accurately
4. Confidentiality is maintained regarding resident and staffing matters

I have reviewed and understand the above position description and believe it to be accurate and complete. I also agree to observe all company policies and that Management retains the right to change this position description and policies at any time.

Employee

Date

Supervisor/Facility Administrator

Date