

Licensed Practical Nurse Performance Evaluation & Job Description

TITLE: Licensed Practical Nurse

EMPLOYEE NAME:

FLSA STATUS: NON-EXEMPT, BU

DEPARTMENT: Nursing

SUPERVISOR TITLE: Neighborhood Clinical Leader

REVIEW PERIOD: _____ **INITIAL:** **ANNUAL:** **REEVALUATION:**

The purpose of this document is twofold:

1. As a position description, it is used to list job duties and responsibilities along with minimum education, experience and licensure requirements.
2. As a performance review document, it is used to assess employee performance relative to essential job responsibilities.

Position Summary:

Inglis enables people with disabilities – and those who care for them – to achieve their goals and live life to the fullest. The primary purpose of your job position is to provide clerical support at the nursing station important to the life in the neighborhood. The support you provide includes telephone communications, typing, data entry, chart management, scheduling of personnel and requisitioning of medical supplies.

In conjunction with the Unit Manager/RN supervisor, the primary purpose of your job position is to utilize nursing knowledge and basic physical assessment skills in the development of and implementation of individualized nursing care plans to ensure that customer needs and all applicable regulations are met. You will also assist in the orientation and supervision of staff, attend to the daily operation and assume a leadership role.

Role Competencies:

Clinical Practice Knowledge- Demonstrate knowledge of current nursing practice and the roles and functions of resident care team members.

Customer Service, Compliance & Teamwork

- Acts as a positive representative of the facility at all times.
- Maintains pleasant, respectful and courteous interactions with residents, families, staff and visitors.
- Remains open to new ideas, seeks to understand change and adapts positively.
- Builds and maintains positive working relationships.
- Adheres to corporate compliance program and standards of conduct.
- Answers call lights promptly in a courteous/professional manner.

Communication

- Practices effective communication skills with all customers and co-workers
- Demonstrates courteous behavior by introducing self, extending genuine words of concern, calling people by name, giving them their full attention and using appropriate body language.
- Demonstrates conflict resolution skills.
- Listens and accepts constructive feedback.

• **Personal Effectiveness**

- Complies with all personnel policies
- Maintains active license

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- Comes to work promptly on scheduled days.
- Demonstrates ethical and appropriate workplace behaviors.

Team player: Works as a competent member of the team, willingly providing back-up support for co-workers when appropriate and actively supporting group goals.

Computer/Technical Skills: Displays proficiency using standard office equipment such as a fax, Xerox, scanner, etc. Demonstrates advanced proficiency with documenting using EMR technology.

Professional Qualifications:

Must be a graduate of an approved PA Licensed Practical Nurse Program. Must possess a current, unencumbered active license to practice in this state. 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 personnel, residents, family members, visitors, government agencies /personnel and the general public. Must possess leadership ability and willingness to work harmoniously other personnel. Must have patience, tact, cheerful disposition and enthusiasm, as well as be willing to handle residents based on whatever maturity level at which they are currently functioning. Must be able to relay information concerning a resident's condition. Must not pose a direct threat to the health or safety of other individuals in the workplace. Must be able to communicate policies, procedures, regulations, reports, etc. to personnel, residents, family members, visitors and government agencies/personnel. Must be able to move intermittently throughout the workday. Must be able to speak and write the English language in an understandable manner. Must be able to cope with the mental and emotional stress of the position. Must be able to see and hear or use prosthetics that will enable these senses to function adequately to ensure that the requirements of this position can be fully met. Must function independently and have flexibility, personal integrity, and the ability to work effectively with residents, personnel and support agencies. Must meet the general health requirements set forth by the policies of this facility which include a medical and physical examination. Must be able to relate to and work with the ill, disabled, elderly, emotionally upset and at times hostile people within the facility. Must be able to push, pull, move and/or lift a minimum of fifty pounds to a minimum height of five feet and be able to push, pull, move and/or carry such weight a minimum distance of fifteen feet. Must be necessary to assist in the evacuation of residents during emergency situation

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Inglis Person Centered Care Core Competencies

Competency	Behavioral
Ensures Accountability	Holds self and others accountable to meet commitments. <ul style="list-style-type: none"> ▪ Follows through with commitments and acts with a clear sense of ownership. ▪ Takes personal responsibility for decisions, actions, and failures. ▪ Establishes clear responsibilities and processes for monitoring work and measuring results. ▪ Designs feedback loops into work.
Effectively Communicates	Develops and delivers multi-mode communications that conveys a clear understanding of the unique needs of different audiences. <ul style="list-style-type: none"> ▪ Is effective in a variety of communication settings; 1:1, small group, large groups or among diverse styles. ▪ Attentively listens to others ▪ Adjusts to fit the audience and the message ▪ Provides timeline and helpful information
Actively Collaborates	Builds partnerships and works collaboratively with others to meet shared objectives. <ul style="list-style-type: none"> ▪ Works collaboratively with others across the organization to achieve shared objectives ▪ Represents own interests while being fair to others and their areas ▪ Partners with others to get work done ▪ Credits others for their contributions and accomplishments ▪ Gains trust and support of others
Manages Conflict	Handles conflict situations effectively with a minimum of noise <ul style="list-style-type: none"> ▪ Steps up to conflicts, seeing them as opportunities ▪ Works out tough agreements and settles disputes equitably ▪ Facilitates breakthroughs by integrating diverse views and finding common ground or acceptable alternatives ▪ Settles differences in a productive way with minimum noise
Instills Trust and Respect	Gains the confidence and trust of others through honesty, integrity and authenticity <ul style="list-style-type: none"> ▪ Follows through on commitments ▪ Is direct and truthful ▪ Keeps confidence ▪ Practices what he/she preaches ▪ Shows consistency between words and actions

Supervisory Responsibility:

None

Required Licensure:

Current State of Pennsylvania Licensure as a Practical Nurse.

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	Safety Factors					Evaluation (✓ one box)	
	Risk Exposure Potential to Blood and/or Body Fluids	Essential Function (✓ = no)	Function Requires Repetitive Motion (✓ = yes)	Minimum Weight Lifting Requirements Apply to Task (✓ = yes)	Function Requires Prolonged Sitting, Standing, Bending, etc. (✓ = yes)	Performs Function Satisfactorily (✓ = yes)	Needs Improvement (✓ = yes)

Resident Information and Teaching

In conjunction with RN staff, assess learning needs of residents and families and carries out teaching as indicated.							
Provide information to resident and family members of prevention techniques and other ways to maintain or improve the general health and psychosocial status of the resident.							
Perform discharge teaching to resident and/or family							

Resident Information and Teaching

Comments:

Rating: ___ Outstanding ___ Exceeds Requirements ___ Meets Requirements ___ Partially Meets Requirement ___ Needs Improvement

Training and Development

Attend all mandated in-services and meetings.							
Maintain current clinical assessment skills and knowledge of nursing principles.							
Participate in the orientation of new residents/family members to the Facility.							
Attend and participate in continuing education programs designed to keep you abreast of changes in your profession, as well as to maintain your license on a current status.							
Makes daily rounds of the Nursing Service Department to ensure that all nursing service personnel are performing their work assignments in accordance with acceptable nursing standards.							

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Training and Development

Comments:

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Safety, Sanitation and Infection Control

	Safety Factors					Evaluation (✓ one box)	
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Follows established safety regulations in the use of equipment and supplies.							
Ensure that assigned work areas (i.e. nurses' stations,, medicine preparation rooms, etc.) are maintained in a clean and sanitary manner.							

Safety, Sanitation and Infection Control

Comments:

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People Management/Leadership							
Cooperate with other personnel to achieve department objectives and maintain good employee, interdepartmental and public relations.							
Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the unit and shift.							
Act calmly and efficiently in handling emergency situations.							
Report occupational exposures to blood, body fluids, infectious materials, and hazardous chemicals in accordance with the Facility's policies.							
Ensures complete and accurate documentation of incidents and initiate investigations and interventions as indicated.							
Participate with implementation of the Facility's QI program.							
People Management/Leadership							
Comments:							
Rating: ___ Outstanding ___ Exceeds Requirements ___ Meets Requirements ___ Partially Meets Requirement ___ Needs Improvement							

Residents' Rights							
Maintain confidentiality of all residents HIPAA protected information to assure protection of resident rights.							
Monitors nursing care to ensure that all residents are treated fairly and with kindness, dignity and respect.							
Ensures that all nursing care is provided in privacy and that nursing service							

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personnel knock before entering resident's room.							
Ensures that all nursing service personnel are knowledgeable of the resident's responsibilities and rights including the right to refuse treatment and their responsibility to report such refusals.							
Reviews complaints and grievances made by the resident and make a written/oral report to the Nurse Supervisor indicating what actions(s) were taken to resolve the complaint or grievance. Follow the Facility's established procedures							
Reports all allegations of resident abuse and/or misappropriate of resident property.							
Include resident/family/responsible party in decisions about their care.							

Resident Rights

Comments:

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Customer Service, Compliance and Teamwork

Always act as a positive representative of Inglis.							
Maintain pleasant, respectful and courteous interactions with residents, families, staff and visitors.							
Remain open to new ideas, seek to understand change and adapt positively.							
Adhere to corporate compliance program and standards of conduct.							

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Assure that residents receive pain medication promptly and according to policy and resident needs.							
Answers call lights promptly in a courteous/professional manner.							

Customer Service, Compliance and Teamwork

Comments:

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Communication

Practice effective communications skills with everyone.							
Introduces self, demonstrates courteous behavior by extending genuine works of concern, calling people by name, giving them your full attention and using appropriate body language.							
Demonstrate conflict resolution skills.							
Listen and accept constructive feedback.							

Communication

Comments:

Rating: ___ Outstanding ___ Exceeds Requirements ___ Meets Requirements ___ Partially Meets Requirement ___ Needs Improvement

Personal Effectiveness

Comply with Inglis policies.							
Maintains active licensure.							
Come to work promptly on scheduled days.							

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Plans and organizes workload and time efficiently.							
Fulfill personal and professional commitments and promises.							
Use sound judgment within scope of authority in decision making.							
Demonstrate ethical and appropriate workplace behaviors.							
Readily accepts responsibility for job duties, team and department service requirements.							

Personal Effectiveness

Comments:

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Assessment and Care Planning

Conduct initial and ongoing assessment designed to gather data relevant to resident's individual needs,							
Work with the Interdisciplinary Care Plan Team in development of an individualized care plan.							
Complete risk assessment and initiate care plan interventions based upon identified risks.							
Utilize current physical assessment skills and knowledge of nursing principles to assess and monitor residents according to clinical status and needs and makes appropriate notifications.							
Assess residents for restorative potential and assure program is consistently carried out by staff to maintain resident's maximum practicable level of function.							

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Assessment and Care Planning

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Nursing Care and Evaluation of Care

Utilize Inglis House standards of professional organizations in conducting resident care.							
Demonstrate knowledge and skills necessary to safely provide care appropriate to age of residents managed on unit. Includes interpretation of information to identify age specific resident care needs.							
Admit, transfer and discharge residents as required.							
Provide written and/or oral status reports of residents to assure necessary follow-up actions. Communicate pertinent data to charge nurse/supervisor.							
Requisition and arrange for diagnostic and therapeutic services, as ordered by the physician.							
Prepares, administers and documents medications as ordered by the physician and utilizing all standards/policies of medication administration.							
Ensure that an adequate supply of floor stock medications, supplies, and equipment is on hand to meet the nursing needs of the residents.							
Comply with the Controlled Substances policy and procedures in maintaining accurate inventories and controlled logs.							

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Follow appropriate guidelines for investigation of discrepancies.							
Monitor residents and take appropriate action for side effects and adverse reactions to medications.							
Adhere to all infection control policy and procedures.							
Administer and document all treatments as ordered and in accordance with policies and procedures.							
Maintain accurate resident care records and document pertinent data reflecting the uses of the nursing process, the care provided and resident/family response to care.							
Transcribe physician's orders accurately to resident charts, cardex, medication cards, treatment/care plans, as required.							
Sign and date all entries made in the resident's medical record.							
<p>Nursing Care and Evaluation of Care</p> <p>Comments:</p> <p>Rating: ___ Outstanding ___ Exceeds Requirements ___ Meets Requirements ___ Partially Meets Requirement ___ Needs Improvement</p>							

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Miscellaneous							
Performs additional duties as assigned.							

Miscellaneous

Comments:

Rating: ___ Outstanding ___ Exceeds Requirements ___ Meets Requirements ___ Partially Meets Requirement ___ Needs Improvement

I have received a copy of my position description for my records.

Employee Signature

Date

Supervisor or Designee Signature

Date