

Licensed Practical Nurse				
JOB CODE(S):	140009		CREDENTIALS:	LPN
DEPARTMENT:	Nursing		REPORTS TO:	Director of Nursing
FLSA STATUS:	NE	LOCATION:	SNF	EMPLOYMENT STATUS: FT, PT, PRN

SUMMARY

Responsible for the direct and indirect nursing care of all patients ranging in age from 18 years to geriatric experiencing medically complex conditions, general medical-surgical conditions, with rehabilitation and/or wound care needs. He/She is also responsible for reporting changes in patient conditions to the RN and taking direction from the RN. Demonstrates the knowledge and skill to carry out the nursing process when providing care to patients. Promotes teamwork with physicians and personnel of other departments. Demonstrates behaviors reflective of the mission and core values of The company.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

All essential functions should be reviewed with the Nurse Manager upon completion of the 90 day probationary period and no less than annually thereafter to evaluate performance and establish new goals if results are not meeting expectations.

1. Supervises Certified Nurses Aides under direction of RN.
2. Collects patient care data and monitors patient conditions and family dynamics based upon observation, history and nursing/medical diagnosis.
3. Contributes to the development of the plan of care and discharge plan for the assigned patient.
4. Implements patient care utilizing care plan, delegated medical orders and collaborates with health team members as necessary.
5. Assists in evaluating outcomes of patient care planning and teaching and in revising the plan according to changing needs of the patient.
6. Participates in the orientation and education of personnel and students.
7. Documents the delivery of health care and nursing process in accordance with specific unit standards and hospital nursing policy.
8. Demonstrates ability to prioritize tasks/responsibilities and complete duties within allotted time.
9. Knows the rationale for the effect of medications and treatments and correctly administer same.

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(Continued)

10. Obtains report from the nurse being relieved from duty and provides report to nurse coming on duty. Keeps Supervisor or other as appropriate informed about patient's status and related matters. Performs or supervises complete, timely, and accurate documentation of patient care.
11. Performs administration and documentation of medications, internal nutrition and treatments per physician's orders and accurately records all care provided.
12. Performs or supervises review of medication and treatment records for completeness, accuracy in transcription of physician orders and adherence to stop order policy.
13. Utilizes the nursing process, documentation, communication and technical skills, collaboration with physicians and other team members to meet performance requirements.
14. Performs or supervises the service and documentation of prescribed diets and fluid intake.
15. Makes patient rounds to assess physical and emotional status and to initiate nursing intervention.
16. Demonstrates willingness to try new tasks; generates new ideas for change; evaluates and recognizes priorities; communicates and models organizational values; fosters high performance; recognizes need for and provides adequate resources.
17. Applies process for improvement in daily work; and assists in education of new employees in the team process.

OTHER DUTIES

Performs other duties as assigned or delegated by the Registered Nurse.

QUALIFICATIONS

1. Minimum requirements are a Graduate from an accredited school of licensed practical nursing with current state license in good standing. Two or more years of acute care or rehabilitation experience as a LVN is preferred.
2. Current state license to practice as a LPN. Must maintain current provider CPR certification throughout employment. ACLS certification preferred

KEY COMPETENCIES

Customer Focus: Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Integrity and Trust: Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

Listening: Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.

Conflict Management: Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can hammer out tough agreements and settle disputes equitably; can find common ground and get cooperation with minimum noise.

Informing: Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit and/or organization; provides individuals information so that they can make accurate decisions; is timely with information.

Drive for Results: Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.

Problem Solving: Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.

Building Effective Teams: Blends people into teams when needed; creates strong morale and spirit in his/her team; shares wins and successes; foster open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in a team.

LANGUAGE SKILLS

1. Ability to read, write, speak, and understand English including the ability to make oral presentations to individuals and groups.
2. Ability to relate positively, effectively and appropriately with patients, families, community members, volunteers and other hospital staff on a daily basis. Possess special interest in, and a positive attitude about, working with long-term care patients and the elderly.

PHYSICAL CAPABILITIES

	NEVER (0%)	OCCASIONALLY (1-30%)	FREQUENTLY (31-60%)	CONTINUOUSLY (61-100%)
Lifting/Carrying				
1-10 lbs			X	
11-25 lbs			X	
26-50 lbs		X		
Pushing/Pulling				
20-50 lbs			X	

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ACKNOWLEDGEMENT		
<p>I have read the above job description and fully understand the requirements set forth. I understand the facility reserves the right to revise and/or changes job duties, tasks, work hours/shifts, and work requirements at any time. I have noted below any job duties that I am not able to perform, with or without accommodation. I have also noted any accommodations that are required to enable me to perform these duties.</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p>		
Employee Print Name:	Employee Signature:	Date:
Supervisor Print Name:	Supervisor Signature:	Date: