

**Lafayette Manor
719 E. Catherine Street
Darlington, WI 53530**

Licensed Practical Nurse (LPN) – Job Description

Reports to: Director of Nursing and Registered Nursing Staff

Job Objectives:

The primary purpose of this job is to be a supervisory nursing team leader under the supervision of the Director of Nursing and Registered Nursing Staff; giving direct nursing care to residents who need skilled care in accordance with current applicable federal, state, county, and facility regulations, policies and procedures and as may be directed by the Administrator and/or Assistant Administrator.

Qualifications:

- ✓ Licensed Practical Nurse currently licensed by the State of Wisconsin.
- ✓ Knowledgeable of nursing and medical practices and procedures, as well as laws, regulations and guidelines pertaining to nursing home operation.
- ✓ Evidence of basic leadership and supervisory skills.

Essential Functions of the Licensed Practical Nurse:

- ✓ Provide and direct resident care in accordance with SNF/ICF guidelines, State and Federal Rules & Regulation for Nursing Homes, Resident Bill of Rights, Nursing Policies and Procedures, and the organization's Personnel Handbook.
- ✓ Observe, assess, and report changes in resident's condition to immediate supervisor, attending physician, family or designated contact person.
- ✓ Call or accept verbal orders from resident's physician and transcribe them according to established policies and procedures.
- ✓ Move medication cart on hard surfaced and/or carpeted floor in nursing units to administer drugs and transfer treatment supplies from med room bins to resident rooms according to physician orders. Document appropriately and report any drug and/or treatment errors to R.N. and physician.
- ✓ Administer drugs under the supervision of a Registered Nurse.
- ✓ Pass oral medications and give intramuscular and other subcutaneous injections, involving one medication and according to nursing home policy and procedure.
- ✓ Adjust the drip rate/change an IV bottle, change IV tubing, cleanse and check the IV site, and discontinue IV fluids, if they have taken a course of maintaining IV infusions.
- ✓ Perform treatments and assist in treatments and procedures such as: insertion of retention catheter, administering tube feedings, changing and applying dressings and compresses, doing oral, nasal, and tracheal suctioning, and collecting specimens.
- ✓ Initiate and update total plans of care and problem list in resident's chart and MAR's /TAR's at all times.
- ✓ Active participation in multi-disciplinary staffing of residents of assigned team.
- ✓ Serve as role model in the implementation of facility's policy and OSHA standard on Standard Precautions ensuring staff's compliance and follow-up with required retraining and disciplinary action.
- ✓ Documentation in resident's charts relative to facility policy and maintain clinical records in prescribed manner.

- ✓ Review daily reports from assigned personnel and weekly team meetings relative to resident's total plan of care.
- ✓ Operate equipment required for resident care and provide life saving care, i.e.: cardiopulmonary resuscitation, Heimlich maneuver, knowledge of CPR technique.
- ✓ Assist physician during examination and/or treatment of residents, review orders with physician, suggest changes based on resident's condition.
- ✓ Participate in development of policies and procedures to improve nursing care programs.
- ✓ Assist in training, supervising, counseling, and evaluating assigned staff.
- ✓ Attend scheduled meetings and continuing education programs as an active participant of Nursing Department team to keep abreast of current trends in medical science with special emphasis in the area of gerontology.
- ✓ Maintain and safeguard entrusted confidential information.
- ✓ Support and be loyal to this organization and its' Mission Statement.
- ✓ Be flexible, receptive and adaptive to change.
- ✓ Understand and apply basic principles of good housekeeping and safety.
- ✓ Exhibit professional behavior in all interactions with residents, their families, visitors, physicians, and staff.
- ✓ Adhere to the Professional Appearance Standards for the Facility – Dress Code Policy at all times.
- ✓ Attend department staff meetings and staff development programs.
- ✓ Uphold the Standards of Practice of Lafayette Manor for the LPN position.

Physical / Mental Requirements:

- ✓ Lift can carry light objects such as resident charts, Kardexes, resident care treatment items, etc. without assistance.
- ✓ Occasional transfer up to 75 pounds with assist while lifting, positioning, and transferring residents.
- ✓ Push/pull medication and treatment carts requiring force of 10-30 pounds on hard surfaced and/or carpeted floors.
- ✓ Push/pull residents weighing 50-300 pounds in wheelchairs and Geri-chairs.
- ✓ Reposition residents weighing 50-300 pounds in bed for treatments, nursing procedures, and as needed.
- ✓ Manipulate carts through doorways and into close fitting areas.
- ✓ Stand and/or walk up to 75% of eight hour day to provide resident assessments and care.
- ✓ Stoop, bend, and squat as required to allow reaching lower drawers in med & treatment carts, adjusting resident items, etc.
- ✓ Arm/hand steadiness necessary for taking blood pressures, temperatures, etc.
- ✓ Hand/eye coordination to administer injections and adjust flow rate, etc. Able to wear gloves and other protective equipment.
- ✓ Occasional reaching overhead is required to obtain supplies or medications.
- ✓ Handling, fingering, and feeling are required continuously for palpitation, operating and maintaining equipment, and providing medical treatments for abnormal condition, i.e.; wound care, resident care, and medication administration.
- ✓ Clear speech, reading, and hearing skills are required continuously to comprehend and communicate with residents and co-workers, to follow written plans of care and to respond to emergency alarms.
- ✓ Far-sighted visual acuity with correction 20/40 Shellen Chart for identification of residents, call lights, unusual occurrences on unit, to supervise assigned staff, etc.
- ✓ Near-sighted visual acuity to read typed and written materials, thermometers, assess changes in resident's condition, monitor equipment, etc.

- ✓ Hear and distinguish normal sounds with background noise ranging from conversational levels to high pitched sounding alarms. Distinguish sound via stethoscopes, respiratory status of residents, and interpret low voice levels.
- ✓ Concentrate on moderate and/or fine detail with frequent interruptions necessary to perform variety of tasks related to nursing.
- ✓ Attention span ranging from 10-60 minutes to perform minimal to fine detailed tasks related to nursing function.
- ✓ Understand and relate to multi-disciplinary theories.
- ✓ Remember multiple messages, information, and task assignments from eight hours to long periods of time given to self and others.

Environmental Conditions:

- ✓ Occasional exposure to blood/body fluids as required for invasive procedures and treatments.
- ✓ Frequent exposure to microbial bacteria and other infectious agents inherent to care of ill/dying residents.
- ✓ Continuous exposure to hazardous chemicals such as disinfectants, cleansers, soap, etc. as identified by department's MSDS manual.
- ✓ Continuous exposure to latex, rubber, plastic, and/or materials which are used for personal protective equipment.
- ✓ Occasional exposure to bodily injuries due to unpredictable behaviors of residents.
- ✓ Occasional exposure to loud and unpleasant noises due to unpredictable resident behaviors.
- ✓ Seasonal exposure to high humidity due to residents' option to control their environment.

NOTE: This job description is not intended to be all inclusive. The employee will also perform other related duties as requested by the RN, Charge Nurse, DON, Administrator and/or Assistant Administrator. This document is not intended to imply a written contract of employment.