



Job Description

Job Title: LPN
Department: Long Term Care
Reports To: Director of Nursing LTC
FLSA Status: Non-Exempt
Prepared By: Human Resources
Prepared Date: 10/27/2010
Approved By: Director of Nursing LTC
Approved Date: 10/27/2010
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SUMMARY

Performs nursing functions within the community while working closely with the community team to ensure regulatory compliance and to nurture a person-centered, elder-directed culture, further strengthening the ability of the community to grow as a home, and promote individual and team learning. Provide each elder with routine daily nursing care and other desired services in accordance with their observations, choices and plan of care.

The Licensed Practical Nurse shall perform in accordance with state and local laws and within the guidelines of his/her professional organization. All functions shall be performed in accordance with the established policies and practices of Agency and the particular institution in which the Licensed Practical Nurse is performing his/her duties. The Licensed Practical Nurse reports directly to Director of Nursing or the RN in DON's absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provide professional quality nursing care under the direction of a Registered Nurse.

Pass medications or monitor medication aides, observing elders' condition changes and communicating them to the DON and/or RN.

Knowledge of the principles of psychological, biological and social sciences.

Keep charts up to date.

Monitor Nursing Assistant charting for compliance.

Assist in infection control data entry, tracking and infection control implementation with the DON.

Complete Wound Rounds with RN.

Promotes daily community specific activities.

Prepare for doctors visits as needed.

Process orders and ensures physician orders are completed.

Ensure labs are completed.

Orientation of all new staff to everyday life in each community.

Attend care conferences.

Audits completed in the communities at the discretion of the DON.

Ensure the clinical operations in the community are in compliance with Federal and State Regulations.

Demonstrate the ability to make appropriate nursing judgments.

Recognizes early signs of changing conditions and uses all available and appropriate resources to resolve needs.

Sensitive to changing medical needs and the nature of staff responses, and takes appropriate actions regardless of whether the needs have been reported by others.

Able to demonstrate and nurture care practices for persons with dementia that meet needs while protecting personhood and sense of well-being.

Possess good interpersonal communication and teaching skills.

Exhibit professional behavior.

All other duties as assigned

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication - Listens and gets clarification; responds well to questions; participates in meetings.

Written Communication - Able to read and interpret written information.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own works to ensure quality.

Quantity - Completes work in timely manner.

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Undertakes self-development activities; asks for and offers help when needed.

SUPERVISORY RESPONSIBILITIES

Supervise nursing assistant staff as defined in the nurse practice act in the absence of an RN.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or Ability required or preferred. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Graduated from an accredited school of nursing. Must meet regulatory requirements for licensure as practical nurse in the State of Minnesota.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge and experience using personal computers.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Minnesota Licensed Practical Nurse (LPN) Certification. CPR/BLS Certification required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to toxic or caustic chemicals and blood or bodily fluids. The noise level in the work environment is usually moderate.

I have read this job description and agree to work as assigned.

Employee Signature

Date