

Licensed Practical Nurse

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|--------------------|---------------------|
| Reports To         | Director of Nursing |
| Department         | 403                 |
| FLSA Status        | Non-Exempt          |
| EEO Classification | Service Worker      |

Successful candidates are expected to comply with the general attendance policies.

Successful candidates are expected to comply with all safety policies and procedures.

**Primary Purpose**

Licensed Practical Nurses (LPN) as to gather data, plan, implement, and evaluate care for residents as assigned. Provide care to residents at a very personal level and have direct contact with residents on a daily basis under the guidance of a Registered Nurse (RN).

**General Description**

The LPN is responsible to directly observe and implement the total nursing care activities which will assist the resident to his or her highest practicable level of emotional, social, and physical well-being on the unit under the direct or indirect supervision of the RN supervisor or manager. The LPN may become the active charge nurse when there is not another LPN or RN in the facility.

**Essential Duties**

| Duties  | Frequency |
|---|-----------|
| 1 Responsible for monitoring glucose, oxygen saturation, VS's, dietary percentages, O&I, skin conditions (pressure/non pressure), respiratory and cardiac monitoring, signs and symptoms of infection. Reports and documents changes in condition and accurately collects data and reports to charge nurse or RN supervisor, family and/or physician immediately. | 20%       |
| 2 Proficient in injections, tube feeding therapy, as well as administration of medication via these routes of hydration via G-tube.   | 20%       |
| 3 Is responsible for the overall atmosphere of the unit. Creates a pleasant home like environment for residents and families. Maintains a sense of calm. Diffuses conflicts between residents and staff or resident and resident. Reports to supervisor difficulties promptly occurring on the unit.  | 20%       |
| 4 Communicates with RN supervisors, gathers report from nursing assistants, reports accurate information to peers, and completes  | 20%       |

- documentation accurately.
- 5 Performs duties as a medication nurse as required. Adheres to 20%  
guidelines and principles as developed by the Minnesota  
Department of Health, the Minnesota Nursing Association for  
standards of practice and guidelines of medication  
administration.

## Other Duties

### Duties

- 1 Maintains confidentiality of resident related information in compliance with HIPPA regulations. Respects confidentiality of organization, department, staff, residents, and family.
- 2 Presents a positive public image to residents, families, staff, physicians, and visitors. Contributes to team cohesiveness, promotes new ideas, respects peers, and creates a pleasant work atmosphere.
- 3 Gives proper notice of tardiness or absences. Adheres to meal/break times. Uses time clock properly. Accomplishes workload within time allowed.
- 4 Accepts assignments in a positive manner designated by the Director of Nursing/supervisor, which may include participating in QA/QI projects, increases clinical skill competencies, in anticipation of proposed population changes.
- 5 Attends mandatory inservices as required. Attends all other inservices as requested by department manager or Administrator.
- 6 Assists medication nurse/TMA with administering of all medications/treatments/procedures not within the TMA's practice guidelines.
- 7 Promptly alerts the HUC when nurse's station is out of paper supplies, manuals, and equipment necessary for the smooth operations of nursing duties. Keeps station neat and orderly.
- 8 Completes MDS input, daily/weekly/cycle documentation and assessment data collection, updates care plan and notification of families as needed, notify physician/NP of resident change and order request.
- 9 Performs and completes resident treatments per physicians/NP's orders and accurately documents on treatment sheet and treatment flow sheets.
- 10 Provides input to nursing assistant performance appraisals. Initiates disciplinary action and reeducation as needed. Oversees nursing assistant duties, with emphasis on resident care plan and safety.
- 11 LPN shall be obligated to perform NAR duties as assigned by supervisor.
- 12 Stock medication and treatment cart with supplies, medications, and ointments. Always has the cart ready for the next shift. Promptly reports reorders to HUC.
- 13 Has the ability to provide guidance and training to other staff regarding the MDS charting process.
- 14 Accurately charts information for the submission and transmission of an MDS to avoid default rate.
- 15 Other Duties as assigned

## Minimum Experience And Qualifications

Education: Certificate in Licensed Practical Nurse.

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Education: Certificate in Licensed Practical Nurse.

CPR Certificate

LPN License

Experience:

## Physical Demands

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Physical activities typically performed while on the job.

| Activity                        | Frequency              | Hours |
|---------------------------------|------------------------|-------|
| Bending/Stooping                | Periodically (30%-54%) |       |
| Climbing—Stairs, Ladders, Slope | Seldom (1% to 9%)      |       |
| Crawling                        | Seldom (1% to 9%)      |       |
| Grasping/Handling               | Constantly (80%-100%)  |       |
| Kneeling                        | Periodically (30%-54%) |       |
| Neck Flexion/Extension          | Constantly (80%-100%)  |       |
| Reaching Forward                | Frequently (55%-79%)   |       |
| Reaching Overhead               | Occasionally (10%-29%) |       |
| Standing                        | Constantly (80%-100%)  |       |
| Twisting                        | Periodically (30%-54%) |       |
| Walking                         | Constantly (80%-100%)  |       |

## Physical Effort

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Physical effort typically applied while on the job.

| Pushing/Pulling | Distance | Activity | Frequency              |
|-----------------|----------|----------|------------------------|
| 0 - 1 lb.       |          |          | Frequently (55%-79%)   |
| 1.1 - 10 lbs.   |          |          | Frequently (55%-79%)   |
| 11 - 25 lbs.    |          |          | Periodically (30%-54%) |
| 26 - 50 lbs.    |          |          | Periodically (30%-54%) |
| 51 - 75 lbs.    |          |          | Frequently (55%-79%)   |

### Mental And/Or Visual Demands

Mental and/or visual demands typically sustained while on the job.

| Demand   | Frequency              |
|--|------------------------|
| Ability to care for those who may be unpredictable | Periodically (30%-54%) |
| Ability to quickly react to stressful situations   | Periodically (30%-54%) |

### Work Conditions

Work Conditions typically encountered on the job.

| Condition                    | Frequency              |
|------------------------------|------------------------|
| Biological Agents            | Frequently (55%-79%)   |
| Chemical Agents              | Seldom (1% to 9%)      |
| Dust                         | Never                  |
| Excessive Cold               | Never                  |
| Excessive Heat               | Occasionally (10%-29%) |
| Fumes, Odors                 | Periodically (30%-54%) |
| Noise                        | Never                  |
| Solvents, Petroleum Products | Seldom (1% to 9%)      |
| Vibration                    | Never                  |

### Job Specific Conditions/Demands

Job Specific Conditions and demands typically encountered on the job.

| Condition/Demand           | Frequency             |
|----------------------------|-----------------------|
| Driving--Vehicle/Equipment | Seldom (1% to 9%)     |
| Hearing                    | Constantly (80%-100%) |
| Indoors                    | Constantly (80%-100%) |
| Outdoors                   | Seldom (1% to 9%)     |
| Power Tools/Equipment      | Never                 |
| Talking                    | Constantly (80%-100%) |

By signing and dating, all parties acknowledge the accuracy, completeness, clearness, and conciseness of the position; that essential functions are aligned with organization goals and objects; that compliance with all applicable legal considerations have been met, and the employee understands the job requirements.

|                    |                   |                       |             |
|--------------------|-------------------|-----------------------|-------------|
| Employee           | <i>Print Name</i> | <i>Sign</i>           | <i>Date</i> |
| Supervisor/Manager | <i>Print Name</i> | <i>Sign</i>           | <i>Date</i> |
|                    | Gen Nagosek       | J. Nagosek            | 10/22/14    |
| Human Resources    | <i>Print Name</i> | <i>Sign</i>           | <i>Date</i> |
|                    | Jessica Looman    | Jhoorman              | 10/22/14    |
| Physician Admin    | <i>Print Name</i> | <i>Sign</i>           | <i>Date</i> |
|                    | Sara Blair        | Sara Blair, LSW, LNHA | 10/23/14    |