

JOB DESCRIPTION MANUAL		SECTION:	Job Description Manual
HENDRICKS COMMUNITY HOSPITAL ASSOCIATION		PAGE:	1 of 3
		EFFECTIVE:	8/86
SUBJECT:	JOB DESCRIPTION	REVISION:	9/97, 11/01
	LICENSED PRACTICAL NURSE-LTC	REVIEWED:	11/01

I. QUALIFICATIONS:

- 1.1 Graduate of an accredited school of nursing and licensed as a Licensed Practical Nurse in the State of Minnesota.
- 1.2 Previous experience in a geriatric nursing preferred.
- 1.3 Good interpersonal skills.
- 1.4 Must possess verbal and written communication skills to understand and interpret instructions, communicate with medical and nursing staff, patients, and families.
- 1.5 Genuine interest in geriatric nursing.
- 1.6 Should be able to use common sense and be a fair judge of character.
- 1.7 Good leadership, initiative, and judgment skills.

II. PHYSICAL DEMANDS AND SPECIAL CHARACTERISTICS:

- 2.1 Moderate to heavy physical work. Frequent standing, bending, walking, pushing, pulling, and lifting weights in excess of 25 pounds.
- 2.2 Near visual acuity for providing nursing care, and documenting resident information.
- 2.3 Ability to exercise independent judgment and maintain emotional stability under stress.
- 2.4 Flexibility to handle changing situations and emergency needs.
- 2.5 Ability to maintain strict confidentiality.

III. JOB ACCOUNTABILITY AND RESPONSIBILITY

- 3.1 Adheres to the team concept. Works together for the benefit of the residents and the facility.
- 3.2 General duties to include observing, caring for, and applying counsel and procedure ensuring quality resident care.
- 3.3 Provides input and updates the resident's care plan.
- 3.4 Ensures that the resident's care plan is followed
- 3.5 Obtains, administers, and monitors effectiveness of medications in accordance with facility policies, procedures, and standards of practice.
- 3.6 Communicates with medical staff to ensure prompt, quality care. Accompanies medical staff on rounds assisting as needed.
- 3.7 Carries out physician orders.
- 3.8 Adheres and supports medical care as directed by the medical staff.
- 3.9 Communicates with residents regarding their status and care plan.

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- 3.10 Communicates with responsible party(ies) regarding the resident's status and care plan.
- 3.11 Communicates resident information to all those involved in the resident's care to ensure quality and continuity of care.
- 3.12 Gives nursing care in support and adherence to the philosophy of care and the policies and procedures of the facility.
- 3.13 Adheres to the laws relating to the Minnesota Board of Nursing Nurse Practice Act.
- 3.14 Adheres to the Standards and Scope of Gerontology Nursing Practice.
- 3.15 Maintains the confidentiality of all matters that pertain to the residents, staff, and visitors of the facility.
- 3.16 Ensures that all care given and actions taken are done so in accordance to safety policies, procedures, and practices.
- 3.17 Follows the concept of Rehabilitative Nursing.
- 3.18 Documents resident information on appropriate forms in a timely manner.
- 3.19 Keeps current and adheres to rules, regulations, practices, techniques, policies, and procedures.
- 3.20 Attends mandatory facility in-services. Attends offered in-services for self-enrichment to maintain a high quality of nursing practice. Seeks growth through educational opportunities.
- 3.21 Participates in QI by providing input to improve quality of care and to strive for ways to improve overall activities and functions of the nursing home.
- 3.22 Participates in risk management by providing input to ensure a safe environment and by reporting any malfunctions or needed repairs in equipment or the physical environment.
- 3.23 Provides input for updating policies, procedures, and standards of nursing care.
- 3.24 Schedules replacement of personnel as needed. Ensures adequate coverage according to standard guidelines.
- 3.25 Provides positive leadership and direction of staff.
- 3.26 Provides input regarding personnel matters.

IV. SUPERVISION AND DIRECTION:

- 4.1 Reports to the Director of Nursing.
- 4.2 Works under the supervision of the charge RN.
- 4.3 Provides direction for CNA's.

V. JOB STATUS AND CLASSIFICATION:

- 5.1 Full and Part-time, non-exempt.

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VI. OTHER:

- 6.1 This job description is not intended to be all-inclusive. This job description in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position. Management reserves the right to revise this job description at any time.

APPROVED:	Electronic approval	DATE: Electronic record
ORIGINAL:	Human Resources Job Description Manual	
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