



<b>Job Title:</b> Licensed Practical Nurse (LPN)	<b>FLSA Status:</b> Non-Exempt
<b>Job Codes:</b> E0313	<b>Reports To:</b> Nursing Management
<b>Service Area:</b> Nursing Services	

### Position Summary

A Licensed Practical Nurse (LPN) administers quality bedside care and related services to residents and manages all designated personnel, supplies, and equipment in an assigned unit under the supervision of nursing management.

### General Purpose

The general purpose of the LPN position is to perform nursing practices and routines in the absence of a registered nurse (RN) and under the supervision of a physician, Director of Nursing Services, or RN, in accordance with federal, state, and local regulations and guidelines. A LPN assists in the supervision of Nursing Assistants and promotes a positive physical and psychosocial environment amongst residents and staff.

### Role Qualifications

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

### Position Responsibilities

Specific responsibilities of the position include, but are not limited to, the following:

- Observes residents, charting and reporting changes in residents' conditions, such as adverse reactions to medication or treatment, and taking any necessary action in accordance with the Facility's policies and procedures.
- Administers prescribed medications, treatments, and therapy under the supervision of licensed staff and cites times and amounts in residents' records.
- Makes resident rounds, checking and observing care rendered by staff, and promptly answers residents' calls regardless of assignment.
- Supervises Nursing Assistants and provides them with orientation, training, and ongoing guidance and support.
- Provides basic resident care and treatments, such as taking temperatures or blood pressures, dressing wounds, treating bedsores, performing catheterizations, measuring and recording vital signs, helping residents to eat, drink, toilet, stand or walk, and assisting them in maintaining personal hygiene and bathing.
- Reviews MDS, care plans, and documentation for accuracy, as assigned.
- Works as part of a health care team to assess residents' needs, plan and modify care, implement interventions, and to assist Nursing Assistants in effort to provide optimal care.
- Maintain a safe work environment and exhibit safe work practices in accordance with Facility policies and procedures, including infection control techniques to prevent the spread of communicable diseases.
- Maintains knowledge of federal, state, and local laws and regulations, as well as adheres to, upholds, and enforces all facility policies and procedures.
- Attends all department meetings and/or educational programs as scheduled.
- Performs additional functions or duties, as assigned by the supervisor.

### Essential Knowledge, Skills and Ability

#### Education/Certifications/Experience

- EDUCATION: High school diploma or GED is required.
- CERTIFICATION: Current LPN license is required, and the employee must be in good standing with the Commonwealth of Pennsylvania. Possession of a current Basic Life Support for Health Care Providers CPR certificate or enrollment in a CPR class may also be necessary.
- EXPERIENCE: Sufficient education in order to perform daily tasks with an understanding of the duties involved.

#### Knowledge

- CUSTOMER AND PERSONAL SERVICE: Knowledge of principles and processes for providing excellent customer and personal services. This includes, but is not limited to, meeting the quality standards for sound nursing techniques and



surgical practices, knowledge of medical treatments, health care sanitation and hygiene, and providing resident satisfaction.

- ENGLISH LANGUAGE: Must have the ability to read, write, and follow oral and written directions at a level necessary to accomplish the job.
- MEDICINE: Meeting the quality standards for sound nursing techniques and surgical practices, basic knowledge of pharmacology/medications, knowledge of medical symptoms and treatments, and preventative health care measures.
- EDUCATION AND TRAINING: Completion of a state approved LPN training program.
- THERAPY AND COUNSELING: Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
- ADMINISTRATION AND MANAGEMENT: Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- PSYCHOLOGY: Recognizing and being sensitive to residents' individual differences in ability, personality, interests, and state-of-mind.
- SAFETY AND SECURITY: Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of staff and residents, data, and the Facility as a whole.
- MATHEMATICS: Ability to perform basic mathematics for medication disbursement.
- CHEMISTRY: Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo.

#### Skills/Abilities

- ACTIVE LISTENING: Ability to give full attention to what others are saying. Taking time to understand the points being made, and asking questions, if appropriate. Ability to hear and respond to resident call bells.
- COMMUNICATION: Ability to communicate effectively across the organization. Includes the ability to read, comprehend, and interpret documents such as safety rules and procedure manuals and the aptitude to write routine reports and correspondence. Ability to speak effectively and be understood by others.
- MONITORING: Assessing performance of self, other individuals, or the Facility to make improvements or take corrective action.
- CRITICAL THINKING: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- PROBLEM SENSITIVITY: Ability to tell when something is wrong or is likely to go wrong. It includes recognizing and solving problems.
- ORGANIZING, PLANNING & PRIORITIZING WORK: Ability to develop plans in order to organize, set priorities, and accomplish daily duties.
- JUDGMENT AND DECISION MAKING: Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- TEAMWORK: Ability to work well with supervisors, peers, and subordinates to achieve goals. Readily gives and receives help and values the contribution of teammates.
- SERVICE ORIENTATION: Actively looking for new ways to help others.
- ATTENTION TO DETAIL: Being careful and thorough in completing work-related tasks.
- STATIC STRENGTH: Ability to exert repetitive muscle force to lift, push, pull, or carry residents or other objects up to 75 pounds.
- NEAR VISION: Ability to see details at a close range.
- EMOTIONAL STABILITY: Ability to cope with the stresses of the environment.
- DEPENDABILITY: Reliable, responsible, and dependable, while fulfilling obligations. Must be capable of maintaining regular attendance.
- INTEGRITY: Ability to be an honest and ethical employee while exercising both patience and tact and complying with the Facility's policies and procedures.
- TECHNICAL: Ability to understand equipment function and operation such as lifting equipment, oxygen usage, and other medical equipment. Ability to use computer technology as trained.

#### **Valued Skills, Interests, and Experience (not required)**

Employee should possess a genuine sensitivity towards the needs and feelings of others and have the ability to deal with a variety of personalities.



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### Reporting to this Position

No direct reports.

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### Position Hours and Travel

- The Facility is required to employ LPNs 24 hours per day, 7 days per week. Shifts may vary based on the needs of the Facility.
- Overtime hours, with little or no notice, may be required, if deemed necessary by the reporting supervisor.
- Although unlikely, local and out-of-town travel may be required for training purposes. Average travel expectation is less than 1%.

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### Compliance Program

Our Facility is committed to compliance with program requirements and ensuring that employees understand the value the Facility places on its compliance program. All relevant personnel will participate in compliance education and training programs of the Facility. Employees will be required to have a minimum number of educational hours per year, as appropriate, as part of their employment responsibilities. Participation in training programs is a condition of continued employment. These training requirements will be a factor in each employee's annual evaluation.

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### Physical Demands and Work Environment

The physical demands and work environment characteristics 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.

- *Physical Demands:* While performing the duties of this job, the employee is required to walk, reach, climb, bend, stoop, lift, grasp, balance, push, and pull residents. The employee must be able to lift, push, and/or move up to 75 pounds, with or without assistance. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Additionally, employees must have the ability to hear and respond, distinguish smells, tastes, and temperatures.
- *Work Environment:* While performing the duties of this job, the employee may be exposed to hazardous chemicals, infectious waste, blood and body fluid, diseases, and conditions prevalent at the time. Employees may also be subject to emotionally distraught residents, family members, visitors, and personnel. The noise level in the work environment is typically minimal to moderate.

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### Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act (HIPAA), signed into federal law in 1996, set national standards regarding security and privacy of a person's health information.

Our Facility is committed to protecting the privacy, security, and integrity of individually identifiable health information received from or, on the behalf of, our employees. Our Facility adheres to the highest standards in integrity in the performance of its business and is prepared to maintain compliance with HIPAA and other regulatory requirements by adopting and adjusting policies and processes as necessary.

Employees will hold confidential any proprietary information including all resident records, medical documentation and third party insurance information. All resident medical records shall be treated as confidential so as to comply with all applicable laws regarding the confidentiality of resident records, including, without limitation, the privacy and security standards promulgated under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). Employees do not divulge, disclose or communicate to any person or entity (other than as required by law), information affecting or relating to residents or employees.

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### General Sign-Off

The employee is expected to adhere to all Facility policies and procedures.

**I understand this job description and its requirements. I understand that I am expected to complete all duties as assigned and aware that my job functions may be altered from time-to-time.**



I have noted below any accommodations that are required to enable me to perform these duties, including any job responsibilities or functions that I am unable to perform, with or without accommodation.

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Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Facility Representative's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR HR SERVICES PURPOSES ONLY**

LAST REVISED: 4/23/08      REPLACES: 01/01/01