

# LPN (Licensed Practical Nurse)

**Position Purpose:** Provide excellent care to residents in accordance with physician orders, facility protocols, and written plans of care.

## Required Qualifications

Minimum requirements include the following:

- ❖ A nursing degree from an accredited college or university or be a graduate of an approved LPN/RN program.
- ❖ Two years of experience caring specifically for the geriatric population in an Assisted Living/Memory Care/long term care setting as an LPN/RN.
- ❖ Must also meet state requirements for relevant licensures or certifications and have no disciplinary action in effect against professional license.
- ❖ Must complete initial Alzheimer's/Dementia training during orientation, and ongoing monthly training.
- ❖ Must pass the Criminal History Record Check as outlined by the MSDH.
- ❖ Must pass a drug screen.
- ❖ Must meet the MSDH medical and TB requirements.

## Major Duties and Responsibilities

- ❖ Always ensure the safety of all residents, being proactive, monitoring constantly for trip/fall hazards and maintaining clear pathways.
- ❖ Provide care on assigned residents, in accordance with physician orders, always communicating clearly and patiently with residents and resident's responsible party.
- ❖ Supervise and assist residents with ADL's (Activities of daily living) and monitors to ensure residents health, safety and well-being.
- ❖ Complete a thorough and accurate initial assessment. Complete follow-up assessments monthly and as needed. Document all assessments in the medical record.
- ❖ Administration and supervision of all medications.
- ❖ Perform a two-nurse narcotic count at the beginning and end of each shift. If any discrepancy is noted Director of Nursing/Executive Director must be immediately notified.
- ❖ Oversee all care provided by Care Partners and Life Coaches.
- ❖ Confer with the care plan team in the development of the comprehensive care plan.
- ❖ Document resident care problems, abnormal findings, and changes in resident's condition. Report to physician, supervisor, and resident/resident's responsible party.
- ❖ Monitor implementation of preventive measures such as nutrition/hydration measures, and toileting/incontinence care.
- ❖ Provide education to resident/representative as needed on topics concerning nutrition, preventive measures, and medications.
- ❖ Provide status reports to Director of Nursing weekly.

## Additional Assigned Tasks

- ❖ Treat all residents with dignity and respect. Promote and protect all residents' rights. Provide care with a sincere positive attitude and with a smile.
- ❖ Establish a culture of compliance by adhering to all facility policies and procedures. Comply with standards of business conduct, and state/federal regulations and guidelines.

- ❖ Attend or participate in continuing education related to geriatric nursing. Complete all assigned training and skills competency, as determined by the facility assessment and facility training plans.
- ❖ Participate in all life safety and emergency drills and trainings. Fulfill responsibilities as assigned during implementation or activation of the facility's emergency plan.
- ❖ Obtain physician orders for care and any new/changed medications, including over the counter (OTC) medications. Transcribe and initiate orders appropriately.
- ❖ Notify resident/resident's responsible party within 2 hours of new/changed medications.
- ❖ Administer medication, as needed, per facility policy and licensure regulations, and complete the appropriate documentation.
- ❖ Assist with transfer/discharge planning through identification of transfer/discharge needs and providing resident/family education as needed.
- ❖ Use proper lifting and body mechanics while delivering care to residents.
- ❖ Perform administrative duties as assigned.
- ❖ Maintain confidentiality of protected health information, including verbal, written, and electronic communications.
- ❖ Report noncompliance with policies, procedures, regulations, or breaches in confidentiality to appropriate personnel. Report any retaliation or discrimination to HR.
- ❖ Report any allegations of abuse, neglect, misappropriation of property, exploitation, or mistreatment of residents to supervisor and/or Executive Director. Fulfill individual responsibility to report any suspicion of a crime to law enforcement and the state agency. Protect residents from abuse and cooperate with all investigations.
- ❖ Report any occupational exposures to blood, body fluids, infectious materials, and/or hazardous chemicals in accordance with facility policy.
- ❖ Report work-related injuries and illnesses immediately to supervisor.
- ❖ Serve on, participate in, and attend committee meetings as required or appointed.
- ❖ Assist with admission, discharge, or care of residents as needed.

### **Personal Skills and Traits Desired/Physical Requirements**

- ❖ Ability to read, write, speak and understand the English language.
- ❖ Ability to see and hear, with or without assistive devices, to perform assigned duties.
- ❖ Ability to work beyond normal working hours and on weekends and holidays when necessary.
- ❖ Ability to work independently, and to organize, plan, and manage time effectively to complete assignments.
- ❖ Knowledgeable of nursing and medical practices, and ability to demonstrate knowledge and skills necessary to provide appropriate care to meet resident needs.
- ❖ Effective verbal and written communication skills and ability to exercise judgement.
- ❖ Strong listening skills and ability to deal with conflict with professionalism and courtesy.
- ❖ Intermediate computer skills, including ability to create documents in various programs (Word, Excel, Publisher, PowerPoint, Adobe).
- ❖ Positive interpersonal relationship skills, including with persons of all ages and cultures.
- ❖ Ability to walk, stand, sit, bend, and stoop for extended periods of time.
- ❖ Dexterity of hands and fingers to perform resident care.
- ❖ Ability to lift, move, push or pull a minimum of 25 pounds.
- ❖ Meet general health requirements according to facility policy, including medical and physical exams and TB testing/ TB Signs and Symptoms.

### **Compliance as a Condition of Employment and Performance Appraisal**