



**TITLE: Licensed Practical Nurse (LPN)**

**DEPARTMENT: NURSING**

**RESPONSIBLE TO: REGISTERED NURSE**

**POSITION SUMMARY:**

Organizes and implements total resident care as delegated by immediate supervisor, following established by Central Health Care policy and procedures, federal and state regulations and nursing standards of practice. Performs any or all professional and non-professional duties that arise within scope of practice. Capable of monitoring personnel and making independent personnel decisions. Maintains quality resident care in compliance with established policies and procedures, Resident Bill of Rights, and resident care policies. Sets an example for professionals and non-professionals in areas of resident general hygiene, resident approach and activities. Must be pleasant, respectful and courteous to residents, families, visitors and fellow employees at all times.

**MAJOR JOB FUNCTIONS:**

Performs nursing tasks to assure resident needs are met.

- Assure resident safety
- Conducts resident rounds once per shift and as necessary.
- Obtains report.
- Oversees CNA work performance.
- Mentors CNAs and TMA's.
- Ensures narcotic policy and procedures are followed.
- Gathers information regarding residents' conditions, notifies RN/Supervisor and calls physician, family, and key personnel as delegated.
- Monitors resident needs, condition and care.
- Administers medications and treatments as ordered by the physician.
- Gathers information on all admits and initiates a resident's medical record.
- Monitors for side effects from medication given and reports to appropriate personnel.
- Completes weekly observations on residents, and reports changes to RN or Supervisor.
- Accompanies physician on rounds as necessary.
- Admits and discharges residents.
- Arranges for medical care away from facility as directed.
- Delegates responsibilities to nursing employees consistent with MN Nurse Practice Act.
- Ensures resident care plans are followed.
- Ensures that all medication vials/solution bottles are dated when opened.
- Ensures that all medications prior to administration are not expired.
- Reports and records resident information.
- Nurse's report consists of explanations for each reportable item with details from his/her own shift, any relevant data from the prior shift, and what action has been taken or is outstanding.
- Transcribes and executes physicians' orders.
- Completes charting as required by policies/procedures and state/federal regulations.
- Completes daily census for the shift.
- Updates nursing care plans as delegated by RN/Supervisor.
- Gives input to nursing care plan on admission.
- Attends resident care and family conferences as scheduled.
- Immediately reports to supervisor any resident injury, fall or change in resident condition

Updated 11/09/2018 RC

- Reports any cases of suspected/witnessed abuse or neglect.
- Gives report to on-coming nurse.
- Charts all monitoring, interventions and observations.

Monitors and directs non-licensed personnel.

- The nurse prompts CNAs and initiates inspection of the work performed by CNA.
- Gives report to nursing personnel in assigned areas.
- Monitors care given by nursing personnel after assignments are completed.
- Assists with orientation and training of nursing personnel.
- Assists CNAs with assignments as necessary.
- Monitors and directs LPNs, CNAs, visitors and volunteers as necessary.
- Provides input to supervisor regarding job performance of nursing and non-nursing personnel.

Performs miscellaneous duties.

- Follows and upholds Resident Bill of Rights and facility policies and procedures.
- Treats all resident information confidentially.
- Works in cooperation with other departments for complete care of residents.
- Attends meetings and in services as deemed appropriate.
- Practices good safety habits and infection control habits.
- Responsible for resident and family teaching.
- Makes pastoral and social service referrals as necessary.
- Determines when residents are to be evacuated due to emergency situations.
- Assists other nursing/resident services areas.

**JOB SKILLS, KNOWLEDGE AND ABILITIES:**

- LPN with current license with the MN State Board of Nursing.
- Prefer previous experience in medical, surgical or geriatric nursing.
- Must have current certification in Adult CPR.
- Desire to work with the elderly.
- Ability to make sound resident assessments and judgments.
- Understanding of nursing and psychosocial needs of the residents.
- Knowledge of rehabilitative nursing.
- Must be able to cooperate with, supervise and instruct nursing personnel.
- Familiar with federal and state regulations pertinent to nursing care.
- Ability to perform all other duties as assigned.
- Must be able to read, write, and speak English.
- Must be able to perform physical job demands of position.
- Exercises confidentiality to ensure compliance with all HIPAA regulations.
- All employees of Central Health Care are required to demonstrate proper respect for residents and to assist in resident calls, fall prevention, and advocacy as appropriate.

This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the Company. The Company retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

---

**Employee's Printed Name**

---

**Date**

---

**Employee's Signature**