



Grace Senior Services, Inc.

Job Description

Position Title: Licensed Practical Nurse

Responsible To: Human Resources/RN/Director of Operations/Grace Senior Services, Inc. Owners.

Scope of Position: Implements the delivery of nursing care to the clients/residents of Grace Senior Services, Inc. in accordance with the RN, guided by local, state and federal regulations, and Grace Senior Services, Inc. policies and procedures. Utilizes the nursing process in accordance with Grace Senior Services, Inc. policies and procedures. Uses the Nurse Practice Act as a guideline to execution of nursing services.

Responsibilities:

- Ensures that unlicensed staff performs its duties and responsibilities in a timely, quality manner, and address any issues/disciplinary actions with the RN or HR.
- Reports changes in client/resident condition or other concerns about clients/residents to the RN in a timely manner.
- Initiates emergency procedures for clients/residents and reports to RN.
- Assists in the development & reviews client/resident care plans with RN. Consults with RN about client/resident conditions and their treatments.
- Assists with implementation of physician orders.
- Ensures accuracy and promptness in transcribing physician orders.
- Carries out proper charting practices and procedures.
- Assists with start up of services for new clients/residents, hospital transfers and discharges as requested by RN supervisor.
- Assembles and operates equipment such as oxygen suppliers and other equipment used for client/resident care.
- Orders and administers medications as required.
- Attends required meetings, in-service training and conferences. Some travel may be required.
- Works cooperatively with other departments
- Performs other duties as assigned by RN/HR/Director of Operations.
- Assists RN & HR with the monitoring and evaluation of job performance for unlicensed staff.
- Consults with RN & HR regarding unlicensed staff performance problems.

- Monitors/supervises (under the direction of the RN) and assigns work of unlicensed staff within established guidelines.
- Assists unlicensed staff as necessary
- Exposure to chemical & respiratory hazards, bloodborne pathogens, body fluids, infection, odors and behavior of clients/residents.
- Knows and abides by OSHA's guidelines.
- Attends care conferences as needed.
- Demonstrates adaptability and flexibility in the midst of changing situations.
- Work hours as assigned, scheduled, or mutually agreed upon, including weekends & holidays. Occasionally called upon to work on short notice.

POSITION REQUIREMENTS/QUALIFICATIONS:

- To perform this job successfully, and individual must be able to perform each essential duty satisfactorily.
- Must be familiar with nursing and geriatric nursing practices.
- Must demonstrate leadership, good judgment and dependability.
- Must be knowledgeable and accurate in the administration of medications and treatments.
- Must possess good listening, verbal and written communication skills.
- Must be able to perform duties of unlicensed staff.
- Must possess a desire to work with aged, infirm and disabled persons.
- Good organizational and planning skills.
- Must work as a team member and maintain a positive demeanor.
- Must be mature and remain calm with clients/residents/staff/families.
- Under the direction of the RN assist with the training of all unlicensed staff.
- Follow HIPPA confidentiality practice of client/resident information and treat client/resident possessions with respect and as articles of value.
- Familiar with facility licenses and guidelines.
- Willing to be on call as needed.

EDUCATION, CERTIFICATIONS, LICENSES, REGISTRATIONS AND OTHER REQUIREMENTS:

- High School Diploma or GED.
- Must be registered and licensed with the State of Minnesota as a LPN, and must maintain current license
- Must receive a “not disqualified” criminal background result from Department of Human Services.
- Must have valid driver’s license
- Previous home care nursing experience is preferred and beneficial, but not necessary.

General Expectations (All Employee Expectations):

1. In-services/meetings
 - a. Attends all mandatory staff meetings, departmental and interdepartmental in-services as required, unless excused by RN/HR/Director of Operations.
 - b. Participates in resident care conferences and other facility meetings as required.
2. Infection Control
 - a. Demonstrates knowledge of infection control throughout the facility.
 - b. Demonstrates and uses Universal Precautions in accordance with established protocols.
 - c. Reports all exposures in accordance with OSHA and Grace Senior Services Inc. policies and procedures.
 - d. Demonstrates safe food handling procedures.
3. Safety
 - a. Is knowledgeable of, observes and follows all safety rules and regulations of the facility.
 - b. Reports injuries/accidents to RN or Human Resources as soon as they occur. (No later than 24 hrs.)
 - c. Responds appropriately to safety conditions, fire drills, and emergency situations.
 - d. Recognizes and eliminates safety hazards and reports equipment that is not working properly to the appropriate department.
 - e. Follows established guidelines when using equipment, supplies and chemicals.
 - f. Uses good body mechanics and assistive devices when appropriate.
4. Dress Code
 - a. Follows dress code appropriate to position per Grace Senior Services, Inc. policy.
 - b. Wears nametag at all times and maintains excellent personal hygiene and grooming.
5. Smoking
 - a. Follows Grace Senior Services, Inc. policy guidelines regarding smoking in designated areas or personal vehicle.
6. Breaks
 - a. Complies with departmental policy within established Grace Senior Services, Inc. guidelines.
7. Cell Phones: Follow policies according to position
8. Attendance
 - a. Has access to and utilizes reliable transportation to ensure timely arrival for each scheduled shift.
 - b. Is available for each scheduled shift, including those scheduled on weekends and holidays.
 - c. Reports to work no later than the beginning of each shift.
 - d. Follows the call in procedures for finding shift replacement.
 - e. Provides proper notice of tardiness and absences to supervisor in the manner prescribed by Grace Senior Services, Inc. policies and procedures.

- f. Maintains a level of attendance that meets or exceeds the definition of satisfactory attendance illustrated in Grace Senior Services, Inc. employee policy.
- 9. Respects resident rights and maintains strict confidentiality regarding residents and their protected personal information in accordance with HIPAA guidelines.
- 10. Is aware of and adheres to the Resident Bill of Rights.
- 11. Understands and adheres to the abuse prohibition guidelines of the Vulnerable Adult Act, and is familiar with prescribed reporting guidelines and expectations.
- 12. Must be free of active, contagious diseases, i.e. tuberculosis, etc.

This Job Description is not intended to be all-inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor or other management personnel.

Management reserves the right to change job responsibilities, expectations or hours as needs prevail. This document is for management communication only and is not intended to imply a written or implied contract of employment.

I understand I am an at-will employee and can be terminated at any time for any reason. I also understand that my employment can be terminated with or without cause and with or without notice, at the option of myself or of the company. Management reserves the right to change job responsibilities, expectations or hours as needs prevail. This document is for management communication only and is not intended to imply a written or implied contract of employment.

I have read this Job Description and understand the qualifications and requirements. I agree to accept the responsibilities and duties as outlined, and to the best of my knowledge and ability, I believe that I can perform the essential functions of this position with or without reasonable accommodation.

Employee

Date

Department Manager/Designee, Title

Date