



Grace Senior Services, Inc.

Job Description

Department: Nursing

Position: Licensed Practical Nurse-Vent Unit

Responsible to: RN

Scope of Position: Implements the delivery of nursing care to the 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. Mission Statement and policies and procedures. Uses the Nurse Practice Act as a guideline to execution of nursing services.

Qualifications:

a. Education:

1. High School Diploma or GED.
2. Must have successfully completed a nursing training course and test for LPN.
3. Must be licensed as a Licensed Practical Nurse within the State of Minnesota, and maintain licensure.

b. Experience: Supervisory experience preferred.

c. Must be knowledgeable and accurate in the administration of medications and treatments.

d. Must be knowledgeable of or be willing to learn how to monitor, manage and care for a mechanically ventilated individual.

e. Ability to communicate effectively in writing, as well as verbally.

f. Working knowledge of basic computer applications preferred.

g. Positive attitude and ability to work well with others.

Responsibilities of this Position (Job Specific):

1. Monitor/supervise Aides; evaluate clients/residents to ensure that ADLs are provided in a competent manner according to the plan of care (dressing, bathing, grooming, transfers, toileting). Handle conflicts, etc.
- 2.
3. Provide report to PCA's and other qualified staff, verbally or written about daily client/resident care needs and/or significant changes in condition.
4. Initiate emergency treatment and report to RN.
5. Assist in the development of care plan through communication with the interdisciplinary team and assessment of the client/resident.

6. Report changes in clients/residents condition (physical, emotional, ability to function) to the appropriate person (RN, physician, family, etc.)
7. Willing to work on weekends, holidays as schedule rotation requires.
8. Administer medications and treatments accurately according to orders, policy and including hand washing guidelines.
9. Complete charting and flow sheets in accordance with health information standards and facility policy.
10. Promote independence of clients/residents by offering choices and promoting independent skills.
11. Demonstrate compassion toward clients/residents, families and others, and works with tact and ethical awareness.
12. Demonstrate knowledge of medications, treatments and documentation guidelines.
13. Facilitate physician orders and complete procedures to guarantee accurate follow-up.
14. Exercises good judgment and observation skills (follows change in condition guidelines; monitors client/resident for effectiveness and side effects of medications; notes effectiveness of care plan implementation).
15. Follow the HIPPA confidentiality practice of client/resident information and treat client/resident possessions with respect and as articles of value.
16. Work as a team member by maintaining good working relationships, and communicate effectively with coworkers, supervisors, /clients/residents, visitors, county case works and volunteers.
17. Know and abide by OSHA's guidelines for blood borne pathogens.
18. Organize and prioritize work during scheduled shift to accomplish workload in a timely, accurate and caring manner.
19. Demonstrate and performs proper body mechanics when transporting or assisting clients/residents to walk; transfer using the transfer belt.
20. Demonstrate and perform proper body mechanics to turn and reposition bedfast clients/residents, alone or with assistance, to prevent bedsores or contractures or for comfort.
21. Answer call lights promptly, responding to them whenever necessary.
22. Train & assist with on-the-job training as assigned. Assess knowledge of skill of supportive nursing personnel to guarantee safe practice of nursing staff.
23. Demonstrate adaptability and flexibility in the midst of changing situations.
24. Perform duties as assigned by supervisor and accept work assignment which best meets the needs of residents as determined by the supervisor.
25. Demonstrate ability to perform basic mathematical computations.

26. Completes 12 hours of in-service education as required to maintain LPN licensure in Minnesota.
27. Collects data for assessments, reports off to the RN.
28. Conducts every other 62 day evaluation for the residents.
29. Promote a positive team approach and a healthy work environment.
30. Attend when needed care conferences with management team.
31. Willing to be on-call as set up by RN.
32. Actively pursue increased knowledge related to caring for mechanically dependent individuals.

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 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 no on site smoking unless in 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.
13. Receives a “not disqualified” criminal background result from the Minnesota Department of Human Services.

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