

**BAY COUNTY MEDICAL CARE FACILITY**

**JOB DESCRIPTION**

**DATE:** 8/1/2011

F.L.S.A. Class: Non-Exempt

**JOB TITLE:** LICENSED PRACTICAL NURSE

**REPORTS TO:** R.N. SUPERVISOR

**JOB SUMMARY:**

As a Licensed Practical Nurse, serves as first assistant to the Registered Nurse Supervisor providing direct resident care for residents in a designated unit of the Medical Care Facility. Will lead supportive personnel in completion of repetitive resident care tasks, assist and participate in setting up and delivering medications. Will provide direct resident care to a level commensurate with licensed authorization. Supervision is direct, received from a Registered Nurse Supervisor.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Receives procedural assignments and in turn assigns tasks to lower level personnel. Incorporates more responsible tasks to own work schedule.
2. Assists in setting up and passing medications using unit dose procedures and the 5 “rights”. Will verify medication accuracy and observe/provide oral and injectables.
3. Provides a variety of direct resident care, making dressing changes, applying ointment, eye drops, inserting and changing catheters, irrigations, tube feedings, suctioning, oxygen and trach care.
4. Oversees, trains and assists C.N.A.s in completion of tasks, incorporating method and procedural changes as needed to accomplish the plan of care which has been developed.
5. Will make resident rounds, taking/recording vital signs, observing for general well being, cleanliness, comfort and neatness. Reports unusual/irregular conditions to R.N. and/or Physician. Assesses the resident’s condition and nursing needs, prescribes appropriate nursing action and updates care plan.
6. Prepares a variety of service reports, i.e. medication sheets, physician renewals, lab slips, graphic sheets, supply orders and charting on a continuing basis.
7. Will inventory supplies and order needed replacements, storing in a prescribed fashion.
8. Keeps service area free of debris, answers telephone and based on shift assignment may lock and unlock doors admitting authorized personnel.
9. Completes transactions required in the event of resident expiration, contacting funeral director, preparing body, notifying service units, collecting personal property, etc. Will carry out and oversee cleaning/washing of equipment/bedding.
10. Regularly uses medical equipment such as traction, feeding pumps, suction machines, glucometer, oxygen, airways, stethoscope and sphygmomanometer. Demonstrates competence in technical and manual skills according to scope of practice for L.P.N.s.

11. Encourages resident in self-help activity and will observe safety practice and proper method, function as a resident advocate protecting the residents rights. Involves resident and family in planning for care, treatment, teaching and discharge plans.
12. Functions as a leader for the C.N.A.s; delegates in a manner that contributes to the excellence of the nursing unit to which LPN is assigned.
13. Participates in orientation of new personnel and assists in performance evaluations.
14. Follows proper Infection Control procedures and supervises supportive staff in infection control procedures.
15. Demonstrates ability to remain calm in emergency and/or stressful situations and promotes a feeling of confidence that situation is under control.
16. Consistently follows the policies and procedures of the Facility.
17. Is knowledgeable of Resident Rights and ensures resident privacy and dignity and helps ensure a safe, secure environment for all residents.
18. Completes annual Inservice training requirements, maintains acceptable attendance, and dresses in accordance with Dress Code Policy.
19. Responsible for appropriate use of Facility supplies and equipment to minimize loss, waste and fraud.
20. Maintains confidentiality of all data, including resident, employee and Facility information.
21. Performs other duties as assigned.

#### **JOB QUALIFICATIONS:**

1. Valid L.P.N. license in State of Michigan.
2. Valid C.P.R. certification card
3. Position requires lifting a minimum of 50 pounds, standing and walking for long periods of time, bending, twisting, stooping and sitting on a regular basis.
4. Maintains regulatory requirements.
5. Reports to work on time and as scheduled, returns from breaks on time.
6. Completes work within designated time.
7. Wears proper identification while on duty; uses computerized punch time system correctly.
8. Actively participates in the Departments Continuous Quality Improvement (CQI) activities.
9. Exhibits genuine interest in and appreciation of adults in later years of life.
10. Is a motivated, independent individual who can organize workload so that all functions are completed appropriately.
11. Interpersonal skills necessary to effectively communicate with all levels of personnel and residents.

#### **WORKING CONDITIONS:**

1. Work is performed in a resident care environment with noise, frequent interruptions, and may include exposure to unpleasant odors, odorous wounds, blood and/or body fluids, diseases, infectious waste, and cleaning product chemicals and disinfectants.
2. Evening, night, weekend and holiday hours may be required

Every employee at Bay County Medical Care Facility is entitled to a safe and healthful workplace. All employees will follow safe and healthful work practices, obey safety and health rules and regulations, and work in a manner which maintains high safety and health standards. The Facility will provide and maintain safe and healthful working conditions, and we will establish and insist upon work methods and practices that promote a safe and healthful workplace at all times.

The job duties and physical demands 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 a disability to perform the essential functions of this position.

This Job Description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

I have received, read, and understand the above Job Description and Description of Physical Demands.

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EMPLOYEE

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DATE