

# LICENSED PRACTICAL NURSE/CHARGE NURSE

**DEPARTMENT:** Nursing

**FLSA STATUS:** Non-exempt

**SUPERVISOR:** Director of Nursing or RN Charge Nurse **DATE:** August 1, 2024

**AREA OF SUPERVISION:** Nurse Assistants/Nurse Aides/Restorative Aides

## DUTIES AND RESPONSIBILITIES

Under the supervision of a professional nurse, (RN), render nursing care to residents; observe and report symptoms and conditions; take and accurately record temperature, respiration, pulse, and blood pressure; assist in the administering of medications and record reactions; maintain records reflecting the residents' conditions in accordance with recognized nursing techniques, procedures and established standards based on the scope of practical nursing.

The person holding this position is delegated the responsibility for carrying out the assigned duties and responsibilities in accordance with current existing federal and state regulations and established company policies and procedures.

## ESSENTIAL FUNCTIONS:

1. Residents Care
  - Processes admissions/transfers/discharges.
  - Welcomes resident and oversee brief orientation to surroundings
  - Begins initial care plan.
  - Completes transfer/discharge paper work as appropriate.
  - Completes assessments as assigned, such as, falls, Braden, AIMS, etc.
  - Uses resident assessment to help set measurable goals and objectives in a care plan that meets the resident's physical, mental and psychosocial needs.
  - Gives and take shift report in timely manner.
  - Delivers and supervises resident care, based on interdisciplinary plan.
  - Administers medications and treatments as ordered by the attending physician.
  - Maintains proper surveillance of medications and records for controlled drugs.
  - Regular, predictable, and dependable attendance.
  - Performs skilled nursing procedures, i.e., insertion of tubes, dressing changes, etc.
  - Arranges for tests and procedures and follow up to ensure completion.
  - Evaluates residents regularly for evidence of changes in condition using assessment skills based on accepted nursing standards.
  - Supervises serving of diets and nourishments.
  - Monitors intake and output when appropriate.
  - Monitors resident weights and vital signs.
  - Monitors resident positioning and use of supports
  - Monitors resident activities and prescribed therapies.
  - Assesses need for preventive and restorative programs to ensure optimum achievable quality of life for each resident.
  - Evaluates resident for skin integrity and functional status; maintain skin records.
  - Provides direction and support to CNAs to facilitate smooth delivery of nursing care on daily basis.
  - Develops resident care assignments.

- Sees that each CNA receives adequate report on his/her assigned residents at start of shift.
  - Monitors care provided by CNAs to ensure that the nursing care plan is implemented in a timely and thorough manner.
  - Acts as role model for non-licensed staff in the deliver of safe, competent and compassionate service.
  - Performs limited I.V. Therapy procedures upon proof of successful completion of approved Intravenous Therapy training as observed by Director of Nursing.
2. Documentation/communication
- Supervises documentation in the health record to ensure timely and complete entries.
  - Reports and document change in resident's condition according to facility policies.
  - Reports and document incidents or unusual occurrences according to facility policy.
  - Initiates and discontinues charting at appropriate times according to facility policy.
  - Receives physician's orders, process them and update care plan accordingly.
  - Completes charting of treatments, medications, assessments, care plans and summaries of resident progress in timely manner
  - Ability to use the computer to document care such as eMAR, eTAR, physician orders, activities of daily living (ADLs), and other areas as instructed.
  - Communicates with all disciplines to ensure that care is delivered according to the resident care plan.
  - Communicates with family and responsible parties regarding inquires about residents, in compliance with facility policy on confidentiality.
  - Completes daily rounds on assigned residents to ensure facility compliance with regulatory requirements
  - Attends required in-service programs.
  - Reports incidents of suspected resident abuse immediately
  - Receives and processes physician orders. Notify pharmacy of medication needs or changes.
3. Charge Nurse – Serves as administrative authority for the smooth function of all units assigned on the shift. Notifies Administrator and DON of urgent concerns during the shift. When the concern is non-urgent, notifies manager by phone message or written communication. Administrator or DON informed of needs and problems on a particular shift or unit.
4. Is knowledgeable of resident rights and ensure an atmosphere which allows for privacy, dignity and wellbeing of all residents in a safe, secure environment.
5. Supports, cooperates with and implements policies and procedures for safety including universal precautions established, fire/safety, disaster plan, risk management, safe work practices and security. Report unsafe working condition, equipment, repairs and maintenance needs.
6. Able to perform all the duties of a CNA as needed.
7. Participates in the Quality Assurance process and compliance with all operating policies and Federal and State regulations.
8. Performs related duties as assigned or as the situation dictates.

NOTE: *Cannot participate in the administration of investigational drugs, cancer-therapeutic drugs, I.V. push medications, blood and blood products, hyperalimentation solutions.*

**Risk Exposure Categories:**

- 1=Tasks may involve exposure to blood/body fluids.
- 2=Tasks do not involve contact with blood/body fluids but could result in performing a Category 1 task.
- 3=Tasks do not involve any risk of exposure to blood/body fluids.

**PHYSICAL REQUIREMENTS**

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

	Never 0 hours	Occasionally (1-33%) .1 – 2.6 Hours	Frequently (34-66%) 2.7 – 5.2 Hours	Continuously (67-100%) 5.3+ Hours
Standing/Walking:				X
Sitting:		X		
Lifting /Carrying 0-10 lbs.			X	
Lifting/Carrying 11-20 lbs.		X		
Lifting/Carrying 21-25 lbs.		X		
Lifting/Carrying 26-50 lbs.		X		
Lifting/Carrying 51-70+ lbs.		X		
Pushing/ Pulling 0-10 lbs.			X	
Pushing/Pulling 11-20 lbs.			X	
Pushing/Pulling 21-25 lbs.			X	
Pushing/Pulling 26-50 lbs.		X		
Pushing/Pulling 51-70+ lbs.		X		
Climbing/Balancing:	X			
Stooping:			X	
Squatting:			X	
Kneeling:		X		
Reaching:			X	
Hearing/Listening: Must be able to hear well enough to communicate with co-workers and residents				X
Fingering/Grasping/Feeling: Dexterity necessary to handle and manipulate equipment and supplies.				X
Seeing: Must be able to read reports, instructions, and observe residents				X
Color Perception: (Red, Green, Amber)				X
Animals/Plants		X		

**MENTAL/REASONING REQUIREMENTS**

- Reading Simple       Writing – Complex       Analysis/Comprehension
- Reading-Complex       Clerical       Judgement/Decision Making
- Writing – Simple       Basic Math Skills

**EXPOSURES**

- Airborne particles       Explosives       Muscular Strain       Temperature
- Caustics       Fumes       Noise       Toxicants
- Chemicals       High places       Odors       Vibration
- Electrical Current       Moving Parts       Physical abuse       Vision strain
- Slippery Floors       Weather

## **WORK AREA AND ENVIRONMENT**

Nursing stations, drug rooms, supply areas, resident rooms, offices, and other areas in the facility.

## **QUALIFICATIONS**

Education: Minimum of at least a high school diploma and graduate of an accredited school of Nursing.

Experience: On-the-job training as an integral part of the licensed-training program and at least one year of experience preferred.

License/Registration: Valid registration as an LPN thru state Board of Examiners Nursing. Completion of approved I.V. therapy course preferred.

Continuing Education: As required attend annual in-service programs. Participate in continuing education activities and obtain required contact hours.

Professional memberships: Recommended and encouraged

Job Knowledge: Demonstrates knowledge and understanding of all nursing policies and procedures; administration of medication, federal, and state laws and regulations relative to resident care, facility policies. Ability to problem solve and demonstrate sound judgment by taking appropriate actions regarding questionable finding or concerns. Investigate and follow-through on orders or request for services, accidents/or prevention of accidents. Professional standards and the code of ethics must be adhered to at all times. Cooperative, willing to work, courteous. Ability to read, write, and follow written and oral instructions.

Standards: Knowledge of and ability to meet regulations of: Centers for Medicare and Medicaid Services (CMS); State Health Department; OSHA, Life Safety Codes; Facility Policies and Procedures; Nursing Standards of Practice; and Nurse Practice Act.

## **BASIC REQUIREMENTS**

1. Residents always come first, and their needs will be met unless there is a conflict with the needs of others or the organization as a whole.
2. Residents, resident families, co-workers and visitors will be treated with respect, dignity and kindness.
3. Support the mission, vision and values of the facility
4. Employee behavior will consistently be in a manner that demonstrates both employee's and the company's commitment to an ethical, honest and above-board approach in all dealings with employees, customers, suppliers and the community.
5. Report to work on time and for scheduled shifts as attendance is required to perform the duties and responsibilities of this position.

## RECEIPT OF JOB DESCRIPTION

I have carefully read and understand the job description, including the qualifications and requirements of the position of **Licensed Practical Nurse**. I certify that I can perform the essential functions of the position with or without accommodation.

The job description reflects the general nature and level of work considered necessary to perform the essential functions of the job identified and are not a detailed description of all work requirements that may be inherent in the job. I understand that other duties may be assigned to meet business needs as determined by the Company.

I understand Universal Precautions Risk Classification Categories may apply to this position and I may be exposed to AIDS, HIV, and hepatitis B viruses.

I understand this job description is subject to change. This job description supersedes all prior job descriptions. Nothing contained in this job description or in any other statement of Company philosophy, including statements made in the course of performance evaluations and wage reviews, should be taken as constituting an expressed or implied promise of continuing employment.

I understand this job description is not a contract, expressed or implied.

**Although we hope that your employment relationship with us will be long term, you are free to terminate the employment relationship at any time for any lawful reason or no reason. The Facility reserves the same right.**

**Please understand that no supervisor, Administrator or representative of the Facility may enter into an oral employment contract. The President of the Facility, or his representative designated in writing, are the only Facility officials who have the authority to enter into any agreement with you for employment for any specified period of time.**

**Further, any employment agreement entered into by the President or his designated representative will not be enforceable unless it is in writing.**

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Signature of Employee

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Date