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LICENSED PRACTICAL NURSE

Job Description
(Nursing)

Name: _____

Date : _____

POSITION SUMMARY: Participates in and carries out job functions in the Nursing Department's Program and activities as directed, in accordance with Federal, State and Local guidelines and regulations, accepted standards of practice and as may be directed by Administration and/or VP of Nursing, or their designee.

REPORTS TO:

- Registered Nurse

JOB FUNCTIONS:

A job description cannot fully identify all examples of work performed by an employee and should be used as a guideline in understanding the nature of the position. The omission of specific statements of duties does not exclude them from the essential functions of the position if work is similar, related, or is a logical assignment to the position.

QUALIFICATIONS:

- Graduate of an accredited school of nursing as an LPN.
- Currently licensed in the State of New York as LPN.

THE FOLLOWING DUTIES/RESPONSIBILITIES ARE ESSENTIAL FUNCTIONS OF THE JOB THAT MUST BE SATISFACTORILY MET WITH OR WITHOUT ACCOMMODATION.

DEPARTMENTAL:

- Carry out direct care to residents based on the care plan, nursing procedures, facility policy and nursing standards of practice.
- Observes the resident for change in physical, social or mental status and documents signs and symptoms and status of residents and related matters through written/oral reports to RN/RN Manager/ Supervisor/ Designee/ Medical Staff and Family as indicated.
- Participates in admission, transfer and discharge including resident teaching as directed and documents same. Communications response to teaching to RN/ RN Manager/ Supervisor/ Designee.
- Administers clinical services such as medication treatments, diabetic testing, nutritional needs and vital signs according to facility policies and procedures and nursing standards of practice.
- Administers medications and/or treatments as prescribed by the Medical Staff. Observe for side effects.
- Counts controlled substances ensuring that records and counts are correct at all times and checks medication records, treatment records, and order sheets on residents to ascertain that orders written have been picked up and telephone orders have been countersigned and dated.
- Participate in the development and review of resident care plans for appropriate resident goals, problems, strengths, approaches, and revisions based on nursing needs.
- Assist and oversee distribution of food trays.
- Care of the dying resident, including care of the body and personal effects after death.
- Participates in and carries out job functions in the Nursing Department's Program and activities as directed, in accordance with current Federal, State and Local guidelines and regulations, accepted standards of practice and as may be directed by Registered Nurse and/or VP of Nursing, or their designee.

- Receive and review complaints and grievances may be directed by Registered Nurse and/or VP of Nursing, or their designee.
- Receive and review complaints and grievances made by the resident and reports to the supervisor/ RN Manager/ Designee immediately.
- Inform the supervisor of staffing needs when assigned personnel fail to report to work.
- Attends comprehensive care plan meetings as applicable.
- Maintain the confidentiality of all residents' information as per HIPAA guidelines.
- Review order sheets, medication/treatment records and resident care records for accuracy and completeness.
- Reviews medication administration records and treatment administration records prior to use. Corrects computer errors and/or adds new orders.
- Give/receive the report at the start and end of shift.
- Performs documentation duties such as completing medical forms, reports, evaluations, charting, etc. as necessary.
- Picks up and transcribes physician orders and ensures that all orders are implemented on a timely basis.
- Notifies the nursing office, informs next of kin, prepares transfer form and makes appropriate entries in progress notes and on condition report for residents who require hospitalization.
- Participates in regularly scheduled unit staff meetings for problem solving and information exchange.
- Ensure that nursing station is current, including, but not limited to reference materials and supplies.
- Ensure prompt customer service including, but not limited to answer resident calls promptly, address resident concerns, and seek assistance when necessary.
- Meet with residents, and/or family members, as necessary. Report problem areas to RN/RN Manager/ Supervisor/Designee.
- Maintenance of personal belongings such as clothing, dentures, eyeglasses, hearing aids and prostheses.
- Makes rounds of the nursing unit including medication and treatment areas, storage area, etc. daily to ensure that they are maintained in a clean and safe manner, and supplies are maintained at determined pars.
- Identifies educational needs of Nursing Staff and provides individual, group and unit education/in-service while overseeing Nursing Department personnel in assigned areas.
- Keeps Administration/Nursing Administration advised of potential/actual safety hazards.
- Performs other duties as assigned.

FACILITY-WIDE:

- Must possess the ability to consistently come work as assigned, including coming to work regularly and on time.
- Must possess the ability to adhere to the time recording policy, including adhering to meal/break policy/schedules, as assigned.
- Must comply with departmental dress code requirements including prominently wearing one's ID card, and maintaining normal levels of personal hygiene and professional appearance.
- Must have the ability to satisfactorily meet work performance, and productivity standards as they relate to the position.
- Must participate in and adhere to facility programs and activities, such as, but not limited to, employee health, safety, security and corporate compliance.
- Must participate in facility mandatory in-service and job training programs and activities, as assigned.
- Must perform all duties and all interactions in accordance with current Federal, State and Local guidelines and regulations, Facility policies and procedures, and accepted standards of practice.
- Must have the ability to uphold the highest standards of ethics, integrity and honesty in matters of conduct and behavior as it pertains to work performance, position and profession.
- Must have the ability to effectively and professionally cope with and manage interactions with patients/residents and their family members and/or visitors, as well as, co-workers, to ensure the best possible care, customer service and satisfaction.
- Must have the ability to maintain confidentiality in all matters concerning residents/patients as well as assigned computer/software and work product.

- In an emergency, may be asked to perform other functions as deemed necessary.

JOB COMPETENCY:

- Must maintain and timely provide facility with current license/certification as required by the position.
- Must be able to read, write, speak and understand the English language with sufficient proficiency to meet the essential functions of the position.
- Must possess the ability to utilize critical thinking skills and make good independent decisions when circumstances warrant such actions.
- Must be able to readily accept directions and instructions and satisfactorily carry out the same.
- Must function independently, demonstrate flexibility and have the ability to handle multiple tasks simultaneously.
- Must be willing to seek out new methods and principles and be willing to incorporate them into existing Nursing Department practices.
- Must demonstrate ability to maintain satisfactory competency levels and professional standards of practice.
- Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the essential functions of this position can be fully met.
- Must have the ability to operate a computer or use the prosthetics or devices that will enable such use.
- Must be physically able to operate specific equipment in relation to the position or use prosthetics or devices that will enable such use.

SETTING:

- Must be able to perform duties throughout the facility.
- Must be able to sit, stand, walk, climb, stretch, and bend with sufficient ability to meet the essential functions of the position.
- Must be able to stand, lift, push and pull at least 50 lbs.
- Must be in good general health and demonstrate emotional stability with sufficient proficiency to meet the essential functions of the position.
- May be subject to frequent interruptions.
- May be subject to hostile and emotionally upset residents, family members, etc.
- Must be able to work beyond normal working hours, on weekends, and in other positions temporarily, when necessary.
- May be subject to stay or call back during an emergency (such as but not limited to severe weather, utilities failure, evacuation, disasters, etc.)

ACKNOWLEDGEMENT:

I understand that I am responsible to become familiar with the contents of this document. I agree to abide by and conduct myself in complete accord with them.

Signature: _____

Date: _____