

Clark County Wisconsin Position Description



Job Title: Licensed Practical Nurse (LPN)
Department: Nursing
Reports To: RN, NCC, Director of Nursing
Pay Schedule: J
FLSA Status: Hourly
EEOC Job Code: 8037 (FT); 8069 (PT); 8070 (Casual)
EEOC Function: 7

Purpose of Position:

Under the supervision of the Registered Nurse, the Licensed Practical Nurse is responsible for selected aspects of nursing care on assigned unit, assists with general management of unit during assigned shift, and supervises Certified Nursing Assistants.

Minimum Training and Experience Required to Perform Essential Job Functions

A high school diploma or its equivalent plus two years of vocational school is required. Individuals must have graduated from an accredited licensed practical nursing program and hold a current Wisconsin nursing license. Progressive nursing experience is desired or previous experience in nursing home or FDD is acceptable. New graduates considered.

Essential Duties and Responsibilities

The following is a list of responsibilities expected of staff in this position; this information may be updated and modified as needed due to program modifications, technology changes, or regulatory compliance.

- Safely and accurately administer medications and treatments according to physician order and standards of practice.
- Collect resident data utilizing appropriate nursing assessment tools and forms of the facility and documenting the findings according to facility standards.
- Delegate assignments of Certified Nursing Assistants (Residential Assistants in FDD), supervise, and evaluate Certified Nursing Assistants or Residential Assistants.
- Identify training needs of Certified Nursing Assistants and provide work instruction.
- Monitor nursing care plan status and Certified Nursing Assistant assignment sheets for accuracy in reflecting the current needs of the resident, adjust as needed, and communicate to NCC or HSC.
- Observe changes in resident signs and symptoms and report to RN for further evaluation. Intervene per RN direction according to established facility policies and procedures, and document per facility standards.
- Notify registered nurse and contact physician as necessary to obtain physician orders, clarify orders, or inform regarding resident status.
- Work assigned shift and demonstrate flexibility in assignment when changes are necessary
- Assist in ensuring all facility and county personnel policies, nursing service policies and procedures, and standards of nursing practice are demonstrated by coworkers and subordinates.
- Function as a team member in resident care conferences with family, agencies, and departments as necessary.

- Participate in quality assurance programs to insure safety policies and emergency policies of the facility are followed, infection control practices are maintained, and resident rights are respected by all employees.
- Participate in approved continuing education programs to maintain competence.
- Make recommendations regarding retention of probationary nursing service employees such as transfers, disciplinary warnings, suspension or termination.
- Establish appropriate working relationships with co-workers, subordinates, and supervisors.
- Perform exceptional nursing care for residents in a professional manner and assist in providing quality care to residents at all times.
- Provide a pleasant and cooperative working environment within Nursing Service.
- Perform exceptional nursing care for residents in a professional manner.

OTHER SKILLS AND ABILITIES

Sensory:

- Vision: Must be able to continuously see objects up close so as to notice a change in the resident's condition (breathing, color, skin breakdown, etc.). Ability to focus and read a thermometer, small print and distinguish colors for warning lights.
- Hearing: Must be able to continuously hear normal sounds and voice patterns with some background noise. Must have adequate hearing to receive verbal instructions. Must also be able to hear audible emergency signals, alarms, call light indicators and to be able to answer the phone
- Smell: Must be able to detect the smell of smoke, spoiled food, soiled linen, etc.
- Speech: Must be able to continuously articulate clearly, precisely and professionally.

Cognitive:

- Concentration: Ability to concentrate on moderate details with frequent interruptions.
- Attention Span: Attend to a function from 10 to 25 minutes
- Conceptualization: Must be able to understand and relate specific ideas and concepts.
- Memory: Must be able to remember multiple tasks and assignments over a period of (8) hours.
- Emotional Stability: Must be able to continuously deal effectively with stress created by sick residents, multiple tasks, noises interruptions, and work cooperatively as part of the health care team while maintaining a pleasant demeanor.

Computer and Office Equipment

- Ability to operate a variety of office equipment including personal computer, telephone, fax machine, calculator, copy machine, etc. Must be able to enter, edit, and revise resident data via typing using established criteria per policy.
- Must be proficient in Microsoft Office programs and ability to use the Outlook, Word and Excel functions with the ability to develop and expand detailed and complicated word processing techniques and programs.
- Retrieve resident data from established reports to provide information for resident care.

People Skills

- Show understanding, friendliness, and respect for the feelings of others.
- Work cooperatively with others; contribute to the group with ideas and effort.

- Work well with people having different ethnic, social, or educational backgrounds; Respect the rights of others while helping them make cultural adjustments where necessary.

Mathematical Ability

- Ability to calculate figures and amounts such as percentages and area. Ability to apply concepts of basic math calculations and understand the metric system.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.

Environmental Adaptability

- Ability to work effectively in an office environment.
 - Ability to interact positively with public and others.
-

CONDITIONS OF EMPLOYMENT

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
LIFT/CARRY				
1 – 10 lbs.				X
11 – 20 lbs.		X		
21 – 50 lbs.		X		
51 – 75 lbs.		X		
76 – 100 lbs.	X			

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
PUSH/PULL				
1 – 10 lbs.				X
11 – 20 lbs.			X	
21 – 50 lbs.			X	
51 – 75 lbs.			X	
76 – 100 lbs.		X		

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
MOVEMENT				
Bend/Stoop/Twist			X	
Crouch/Squat		X		
Kneel/Crawl		X		
Reach above shoulders		X		
Reach below shoulders				X
Repetitive Arm Use				X
Repetitive Wrist Use				X
Repetitive Hand Use				
Grasping				X
Squeezing				X
Climb Stairs/Ladder		X		
Uneven Walking Surface		X		
Even Walking Surface			X	

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
EQUIPMENT USE & OPERATION				
Motor Vehicles	X			
Operate Foot Pedals		X		

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
WORK WITH/NEAR				
Machinery		X		
Electricity	X			
Power Tools	X			
Impact Tools	X			
Chemicals		X		
Fumes		X		
Height	X			

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
ENVIRONMENT				
Indoors				X
Outdoors	X			
Extreme Heat	X			
Extreme Cold	X			
Dusty	X			
Excessive Noise	X			
Other (explain)	X			

ENDURANCE		
Task	Hours at one time	Total Hours in 8 Hr Day
Sit	30 min	1
Stand	3	6
Walk	10 min	1

VISION REQUIREMENTS	
Depth Perception	X
Less than 20 inches	X
Color Vision	X
Peripheral Vision	X

ADDITIONAL CONSIDERATIONS (Including clarification of any of the above)	
<u>Strength:</u>	Ability to transfer, lift, move, and turn a resident to or from a bed, wheelchair, mechanical lift, toilet, tub and shower and occasionally the floor. Requires varying degrees of pushing, pulling and lifting due to the differences in resident weights which could be over 100 pounds. Ability to <u>independently</u> lift up to 50 pounds occasionally.
<u>Manual Dexterity:</u>	Must be able to continuously perform simple manipulative tasks such as the equipment listed above. Occasionally perform difficult manipulative tasks.
<u>Coordination:</u>	Ability to safely assist a resident with all ADL's, transfers and ambulation requiring good hand/eye coordination, steadiness and the ability to move about in tight spaces, between objects, equipment and furniture. As a LPN there are a variety of tasks throughout the day. Physical ability to lift, push, pull, twist, and bend is essential. Clear understanding of proper body mechanics is required.

Clark County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

By signing below, I certify that I have read the above information and am able to perform the essential job functions as it pertains to this position.

Employee's Signature

Supervisor's Signature

Date

Date

Clark County Position Description
LPN
Revised 5/17/19