

Clark County Wisconsin Position Description



Job Title: Licensed Practical Nurse (LPN)
Department: Nursing
Reports To: Registered Nurse, Nurse Care Coordinator, or Director of Nursing
Pay Schedule:
FLSA Status: *(Exempt, Hourly.. etc)*
EEOC Job Code: *Admin Function*
EEOC Function: *Admin Function*

Purpose of Position:

Under the supervision of the registered nurse, the LPN is responsible for selected aspects of nursing care on assigned unit. Assists with general management of unit during assigned shift. Supervises certified nursing assistants.

Minimum Training and Experience Required to Perform Essential Job Functions

Requires knowledge usually acquired through four years of high school plus Vocational School, equivalent to two to three years of college. Graduation from an accredited licensed practical nursing program and must hold a current Wisconsin nursing license. Progressive nursing experience is desired or previous experience in nursing home or FDD is acceptable. New graduates considered. Must demonstrated ability to work as a team member with good interpersonal communication skills. Requires the ability to safely perform the essential job functions with or without reasonable accommodation.

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.

- Observing for 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.
- Notifying registered nurse and contact physician as necessary to obtain physician orders, clarify orders, or inform regarding resident status.
- Notifying the registered nurse of observations regarding resident change in status and assist in implementing the nursing plan of care.
- Collecting resident data utilizing appropriate nursing assessment tools and forms of the facility and documenting the findings according to facility standards.
- Working assigned shift and unit and demonstrate flexibility in assignment when changes are necessary
- Safely and accurately administer medications and treatments according to physician order and standards of practice.
- Assist in insuring that all facility and county personnel policies, nursing service policies and procedures; and standards of nursing practice are demonstrated by coworkers and subordinates.
- Delegating assignments of Certified Nursing Assistants (Residential Assistants in FDD) supervise, and evaluate Certified Nursing Assistants or Residential Assistants. Identify training needs and provide work instruction.

- Monitoring 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.
- Functioning as a team member in resident care conferences with family, agencies, and departments as necessary.
- Participating 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.
- Making recommendations regarding retention of probationary nursing service employees. Recommending transfers, disciplinary warnings, suspension or termination. Receive and consult with Registered Nurse to resolve employee complaints.
- Establishing 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

- 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.
- 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
- Must be able to detect the smell of smoke, spoiled food, soiled linen, etc.
- Must be able to continuously articulate clearly, precisely and professionally.
- Ability to concentrate on moderate details with frequent interruptions.
- Attend to a function for 10 to 25 minutes
- Must be able to understand and relate specific ideas and concepts.
- Must be able to remember multiple tasks and assignments over a period of (8) hours.
- 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.
-