

# Johnson Memorial Health Services

## Job Description

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**Position:** Licensed Practical Nurse (LPN)  
**Department:** Long Term Care Nursing  
**Reports To:** Director of Older Adult Services, Assistant Director of Nurses, Registered Nurse  
**FLSA Status:** Hourly/Non-exempt  
**Days/Hours:** 8-12 hour shift (day, evening, or night) Work weekends and holidays as required by staffing needs.  
**Effective:** June 2009  
**Reviewed/Revised:** June 2010, March 2012, February 2019

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### **JOB SUMMARY**

To provide individualized care which is administered humanely, competently, comprehensively and with continuity. May function in the capacity of primary or charge nurse.

### **ESSENTIAL FUNCTIONS**

#### **1) Standards of Behavior**

A) *Appearance*

- \* Follow JMHS dress code including wearing name tag.

B) *Attitude*

- \* Treat every resident, family and visitor as our guest and greet everyone.

C) *Respect*

- \* Treat residents, families, visitors and co-workers with respect, dignity, courtesy and confidentiality.

D) *Communication*

- \* Listen attentively to guests, residents and co-workers and respond in courteous, caring manner.
- \* Accept advice.

E) *Ownership/Accountability*

- \* Be responsible to hold self and others accountable to JMHS Standards of Behavior.
- \* Volunteer for activities above and beyond job description.

#### **2) Quality Resident Care**

- \* Possess a good understanding of the nursing process and use it effectively.
- \* Initiate and discontinue nursing orders appropriately.
- \* Make rounds as frequently as necessary as indicated by resident's needs.
- \* Administer ordered treatments.
- \* Check lab results and notify MD if indicated.
- \* Monitor new admissions and transfers and initiate cares.
- \* Obtain and transcribe orders as indicated.
- \* Administer and record all medications given according to facility policies and procedures.
- \* Keep medication cart and med room clean and in compliance with regulations.
- \* Review care plan and care notes, and approve changes with R.N.
- \* Recognize significant changes in resident's condition and inform appropriate

person.

- \* Answer call lights promptly and meet the resident's needs.
- \* Participate as required in quality assurance (QA) program.
- \* Day primary nurse come prepared and on time and participate in initial and quarterly care conference. Evening and night nurse give input for care conference.
- \* Is alert to resident's spiritual and emotional needs.
- \* Check and follow through with items in day book.
- \* Perform additional clerical duties as indicated by specific shift.
- \* Monitor NA/R, TMA, RA and Station Assistant to insure safe, quality care.
- \* Activate assistance from outside maintenance resources.
- \* Obtain specimens as needed.
- \* Give report to oncoming shift.
- \* Take report from aides and follow up on concerns.
- \* Review resident care notes with NA/R in preparation for care conference.
- \* Be available to resident families and physician as a liaison and follow through.
- \* Update communication books.
- \* Support the terminal resident to a dignified death and assist the family.
- \* Do monthly vital signs by the 10<sup>th</sup> of each month.

### **3) Communication**

- \* Inform family of resident's condition and changes.
- \* Inform doctor of changes in resident's condition after coordinating with other nurses.
- \* Inform RN, Resident Care Coordinator and other departments of changes in resident status.
- \* Report pertinent information regarding residents or employees to Director of Older Adult Services
- \* Answer telephone and relay messages.
- \* Communicate pertinent information to other departments (i.e. dietary, housekeeping).

### **4) Documentation**

- \* Collect relevant information, monitor and chart all pertinent changes in resident health status and act accordingly.
- \* Complete necessary paperwork in admissions, transfers, deaths and discharges.
- \* Check narcotics at the beginning and end of shift.
- \* Chart behaviors as observed or reported.
- \* Daily chart according to schedule.
- \* Daily chart any resident exceptions.

### **5) Health and Safety**

- \* Investigate all incidents and complete variance report as needed.
- \* Follow infection control techniques to prevent the spread of infection.
- \* Replace employees who call in sick and complete necessary health information.
- \* Monitor for unsafe conditions and communicate them to appropriate personnel.
- \* Complete maintenance request forms as needed.
- \* Participate in daily employee exercise program.

### **6) Financial**

- \* Communicate suggestions regarding residents' care, supplies, equipment or facility needs.

## 7) Personal and Professional Responsibility

- \* Perform other duties as requested by supervisor.
- \* Maintain job classification requirements.
- \* Follow scheduling guidelines.
- \* Use available resource materials.
- \* Complete required annual Health Care Academy lessons.
- \* Return phone messages and fill in as needed to meet staffing needs.
- \* Attend pertinent workshops and share information.
- \* Attend 80% of departmental, quarterly and other required meetings.
- \* Be punctual.
- \* Maintain good work attendance not to exceed 6 (six) occurrences of unplanned absences in a rolling 12-month period.
- \* Provide a mature, cooperative example to staff.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Interest in gerontology.
- Ability to organize time and set priorities.
- Able to fluently read and write English.
- Ability to work with frequent interruptions.
- Caring, patient, and flexible.
- Attention to detail.

## MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

- Currently licensed as an LPN in Minnesota.
- Maintain current CPR certification.
- Complete required CEU's for licensure renewal.
- Preferred experience in LTC.

## SUPERVISORY RESPONSIBILITIES (if applicable):

- As delegated by RN to monitor.
- Nursing assistants, (NA/R, RA, DA, and TMA)
- Station Assistant

**MINIMUM PHYSICAL REQUIREMENTS (if any):** (The 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 disabilities to perform the essential functions.)

**Note: In terms of an 8 hour work occasionally” equals 1% to 33%, “Frequently”, 34% to 66%, “Continuously”, 67% to 100%**

<b>In an 8 hour workday, employee must:</b>									
	(Hours at full capacity for each activity)								
<b>Position</b>	<b>None</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
Sit		X							
Stand				X					
Walk					X				

<b>Employee's job requires he/she:</b>					
<b>Activity:</b>	<b>Not at All</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Continuously</b>	<b>Comments</b>
Bend/Stoop			X		
Squat		X			
Crawl	X				
Climb (Height 8 ft)	X				
Reach above shoulder level		X			
Crouch		X			
Kneel		X			
Balance	X				
Push/Pull (# of lbs. 50 )				X	

<b>Employee's job requires he/she carry:</b>					
<b>Weight Carried:</b>	<b>Not at All</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Continuously</b>	<b>Comments</b>
Up to 10 lbs.			X		
11-24 lbs.		X			
25-34 lbs.		X			
35-50 lbs.	X				
51-74 lbs.	X				
75-100 lbs.	X				
Over 100 lbs.	X				

<b>Job requires employee must use feet for repetitive movements as in operating foot controls:</b>		
<b>Repetitive movements with foot controls:</b>	<b>YES</b>	<b>NO</b>
Right		X
Left		X

<b>Job requires employee use hands for repetitive action such as:</b>							
<b>Hand Repetitive Movements:</b>	<b>Simple Grasping</b>		<b>Firm Grasping</b>		<b>Fine Manipulating</b>		<b>Comments</b>
	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	
Right Hand	X		X		X		
Left Hand	X		X		X		
Both Hands	X		X		X		

<b>Does the employee's job require:</b>			
<b>Activity</b>	<b>YES</b>	<b>NO</b>	<b>Describe if Yes</b>
Working on unprotected heights?		X	
Working on uneven terrain?		X	
Working on wet/damp surfaces?		X	
Operating moving equipment?		X	
Operating vehicles?		X	
Use of tools?		X	
Use of telephone?	X		
Use of keyboard/computer terminal?	X		
Working under time pressure?	X		
Working rapidly for long periods?	X		
Working alone?	X		
Close work?	X		
Good vision (close/distance/peripheral & depth perc)	X		
Good color vision?	X		
Good hearing?	X		
Good speaking?	X		
Reading?	X		
Writing?	X		
Simple arithmetic?	X		
Mathematics?		X	

Weighing and /or measuring?	X		
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<b>The work environment where the job is carried out:</b>			
<b>Job environment:</b>	<b>YES</b>	<b>NO</b>	<b>% of Day Spent</b>
Indoors	X		100%
Outdoors		X	
At a desk or bench	X		20%
In a car or truck		X	
In an office		X	

<b>Is the employee exposed to:</b>			
<b>Exposed to:</b>	<b>YES</b>	<b>NO</b>	<b>Describe if Yes</b>
Bloodborne Pathogens/Infectious diseases?	X		
Chemicals/respiratory hazards?	X		
Noise?	X		
Dust, fumes & gases?	X		
Extreme heat or cold?		X	
Cramped areas?	X		
Working close to electrical current?		X	
Other hazards?		X	

<b>Exposure Determination: For More Information: See Your Supervisor</b>					
<b>Category I</b>		<b>Category II</b>		<b>Category III</b>	
Tasks that routinely involve exposure or potential exposure to blood, body fluids or tissues.		Tasks that do not routinely involve exposure to blood, body fluids or tissues, but exposure or potential exposure may be required as a condition of employment.		Tasks that do not routinely involve exposure to blood, body fluids or tissues (persons in this category are not called upon to perform or assist in the emergency medical aid or to be potentially exposed in any other way as a condition of employment.	
<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
X		X			X

### **MENTAL DEMANDS:**

<b>Does the employee's job require:</b>		
<b>Activity</b>	<b>YES</b>	<b>NO</b>
Ability to plan, organize and delegate responsibilities to subordinates while maintaining quality standards throughout one's own performance.	X	
Excellent communication skills are required for interactions with management, staff, patients, residents, clients, etc.	X	
Must be able to analyze situations and select a course of action.	X	
Must be capable of multi-step and sequential problem-solving activities: that include comparing, analyzing and calculating data relevant to the facility.	X	
Must be flexible and willing to undertake a variety of tasks.	X	
Must possess the ability to accept change and respond appropriately.	X	
Must possess the ability to understand and communicate both verbally and in written form in the English language since instructions, labels and other documents are in English.	X	
Must possess visual and mental attention to position content with accuracy.	X	
Must possess excellent memory and organizational skills.	X	
Must possess the ability to work independently and make decisions that require initiative and judgment in order to effectively plan, organize and delegate work assignments.	X	

### **DISCLAIMER:**

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

**RECEIPT ACKNOWLEDGEMENT:**

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I, do do not need accommodations under the Americans with Disabilities Act.

Employee Printed Name: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_