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| **Community:** | Garden Spot Village |
| **Department:** | Household |
| **Reports to:** | Household-->RN Supervisor |
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| **Overview:** | The Skilled Nursing LPN administers medications, provides treatments and performs general nursing duties while providing support and supervision to Certified Nurse Aides (CNAs). |
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**Essential Functions**

* Complies with established policies and procedures and maintains established standards and practices including the Compliance Program/Code of Conduct.
* Follows Residents’ Rights policies at all times.
* Treats all information about residents, their conditions, and family as confidential.
* Follows established standards of nursing practices and implements facility policies and procedures.
* Communicates pertinent information during and between shifts to ensure continuity of resident care.
* Conducts resident rounds daily, immediately reporting problems to nursing supervisor and initiates corrective action.
* Identifies safety hazards and immediately initiates corrective action.
* Participates in facility education programs.
* Provides supervision to Certified Nursing Aides (CNAs) providing direct resident care.
* Assumes responsibility for compliance with federal, state and local regulations within the assigned unit.
* Establishes a relationship with the residents and families, in order to obtain the daily preferences of the resident; informs the CNAs of these preferences in keeping with the philosophy of Person- Centered Care.
* Coaches the CNAs as assigned, adhering to the established schedule.
* Administers and documents direct resident care, medications and treatments per physicians' orders and accurately records all care provided.
* Notifies the appropriate physician, when necessary, of changes in a resident’s condition, weight, medication errors, medication not available, abnormal laboratory/X-ray results and any other unusual observations.
* Participates in the development of resident interdisciplinary care plans and subsequent implementation.
* Responds to a resident's call for assistance promptly.
* Counts narcotics, checks emergency kit(s) and exchange keys.
* Documents resident progress notes as required.
* Provides daily instruction to CNAs regarding care related to treatment.
* Provides direct resident care, in addition to treatment, as necessary.
* Consistently works cooperatively with residents, nursing staff, physicians, families, consultant personnel, community agencies and ancillary service providers.
* Participates in the serving of meals, being aware of the dietary status of the residents.

**Essential Functions (Cont.)**

* Orders, receives and stores medications appropriately.
* Takes responsibility for the safety of residents under his/her supervision.
* Observes all facility safety policies and procedures, including the application of universal precautions regarding infectious waste, disease, including Tuberculosis, AIDS, and Hepatitis B viruses.
* Comes to work in a clean, neat uniform and consistently presents an appropriate professional appearance.
* Comes to work as scheduled and consistently demonstrates dependability and punctuality.
* Observes infection control procedures.
* Assumes quality assurance duties as assigned.
* Participates in activities for residents in their household, geared to the interest and abilities of the residents; documents activity participation and responses in Point Click Care.
* Attends all in-services and training sessions relevant to the position.
* Performs other duties and responsibilities as assigned.

**Job Qualifications**

* Licensed by the Commonwealth of Pennsylvania as a Licensed Practical Nurse, under the Practical Nurse Law (63 P. S. §§651-667.8), or Registered by the Commonwealth of Pennsylvania as a licensed registered nurse.
* Must rotate shifts as needed and work weekends as scheduled.
* Must have organizational skills.
* Must possess initiative, judgment, dependability, and leadership skills.
* Must possess the ability to work congenially with others and delegate wisely.
* Must possess the ability to teach skills necessary to the appropriate completion and documentation of necessary information.
* Must have excellent customer service skills and the ability to interact and respond appropriately to residents, families, physicians and all other visitors/customers on the unit.

**Equipment to be Used**

* Must possess knowledge of computers, faxing, telephones, copiers, the Nurse Call System, Security and Fire System, and PointClickCare.
* Mechanical lifts, oxygen concentrators, wheelchairs and geri-chairs, electronic thermometers, scales, sphygmomanometers, stethoscopes, electric beds, and pulse oximeters.

**Working Conditions**

* May rotate shifts as needed and work Saturdays, Sundays and holidays as scheduled.
* May need to be available for occasional evening and weekend activity program and to assist during weather emergencies.
* Is subject to exposure to infectious waste, disease, including Influenza, TB, HIV, Hepatitis B & C viruses, and Corona viruses. Universal precautions are to be followed at all times.

This job description does not constitute a contract for employment.

I have read, understand, and will comply with this job description.

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Team Member Name (Please Print)

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Team Member Signature Date

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Department Supervisor Signature Date

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Human Resources Director Signature Date