



JOB DESCRIPTION

Licensed Practical Nurse (LPN/LVN/RN)

Effective 1/1/2017

Revised 3/24/23

SUPERVISOR: Director of Resident Care and Wellness

POSITION SUMMARY

Provides care to residents in accordance with Physicians Orders, recognized standards of practice and established company policies and procedures.

ESSENTIAL FUNCTIONS

1. Assists in maintaining a physical, social, and psychological environment in the best interest of the residents. Ensures resident rights are maintained at all times.
2. Monitors residents within state licensure regulations; supervises and directs Resident Care Specialists/ Med Techs/Aides as permitted by state licensing regulations.
3. Assists in developing care plans based on residents needs and change of condition.
4. Obtains and administers medication and treatments as prescribed by physician. Documents and reviews medication and treatment sheets for accuracy and compliance with physician orders, professional standards, federal and state regulations, and company policy.
5. Monitors responses to care treatment plans. Possesses knowledge of medication interactions and notifies Director of Resident Care and Wellness or designee of any issues. Adheres to company systems, processes, and procedures.
6. Counts controlled substances with off going nurse or designee; secures and corrects reconciliation of controlled substances during shift.
7. Ensures cleanliness and organization of medicine supply room and security of discontinued medicine in accordance with federal and state regulations and company policy.
8. Assists with admission and discharge process relevant to medication and treatment orders.
9. Possesses knowledge of OSHA regulations, infection control standards, and emergency procedures.
10. Follows policies and procedures to ensure resident safety.
11. Documents all pertinent information regarding nursing care, care plans and observation of resident overall condition.

12. Attends training to maintain skill level and remain current in emerging healthcare trends.

This job description represents an overview of the responsibilities for the above referenced position. It is not intended to represent a comprehensive list of responsibilities. Employees should perform all duties as assigned by his or her supervisor.

EDUCATION AND EXPERIENCE/CERTIFICATIONS

Education as required to obtain state nursing license (LPN/LVN/RN) and one or two years related experience and/or training; or equivalent combination of education and experience. LPN/LVN License. Basic CPR/FIRST AID.

MANAGEMENT/DECISION MAKING

Uses limited independent judgment to make decisions based on precedent and established guidelines. Solves problems using standard procedures and precedents. Knows when to refer issues to supervisor and when to handle them personally.

QUALIFICATION STANDARDS

1. Ability to be friendly, positive, professional, and cheerful; interact easily with residents, resident families, 3rd party care providers, visitors, and co-workers.
2. Ability to work in stressful situations, remaining calm and demonstrating good judgment and self-control in emergency and difficult situations.
3. Ability to delegate, give direction and set priorities.
4. Ability to work independently with little supervision.
5. Ability for strong organizational skills and strong detail orientation.
6. Ability to use tact and diplomacy to resolve conflict.
7. Maintains Nursing License in good standing in the State of Tennessee.

PROFESSIONALISM

- Maintain a professional and positive attitude at all times.
- Keep personal problems and negative attitudes at home.
- Resident issues are confidential and not to be discussed outside of work.
- Participation on committees as requested.
- Provides advice to supervisors and employees.
- Conduct employee interviews.
- Maintains confidentiality of all resident and staff records, files, and other documents.

PHYSICAL REQUIREMENTS

- Regularly required to listen and speak with individuals and groups.
- Lifting and moving furniture and equipment with assistance.
- Continuous Standing, using hands, reaching, climbing, and balancing.
- Exposure to heat, steam, smoke, cold.

- Good vision is required.
- Reaching heights of approximately 6 feet and depth of 2 ½ -3 feet
- Must be able to work irregular hours under pressure and stress.
- Must have high level of mobility/flexibility in space provided.
- Ability to do occasional heavy lifting (up to 50 lbs.), 30 lbs. regularly.

I understand this position description, its requirements, and that I am expected to perform all duties as assigned. I understand the position duties may be altered from time to time. I have noted below my accommodations that are required to enable me to perform those duties. I have also noted below any position duties that I am unable to perform with or without accommodation.

Employee's Signature_____ Date_____

Supervisor's Signature_____ Date_____

Request for Accommodations:

COMPANY reserves the right to revise and/or update information in content or application of its policies and/or programs without prior notification.