



## JOB DESCRIPTION

**Job Title:** LPN – Licensed Practical Nurse      **Reports to:** Nurse Manager or similar.  
**Dept. Name:** Nursing      **FLSA Status:** Non-exempt  
**Unit/Site:** Skilled Nursing      **Classification:** Union

### GENERAL SUMMARY

The Licensed Practical Nurse provides direct nursing care to residents and supervises the day-to-day activities performed by other members of the nursing team. The LPN coordinates nursing care delivery to ensure resident's needs are met in accordance with professional standards of practice through physician orders, policies and procedures, and regulations. The Licensed Practical Nurse performs tasks and responsibilities within the framework of case finding, health teaching, health counseling, and provision of supportive and restorative care under the direction of a registered professional nurse, licensed, or otherwise legally authorized physician or dentist (education law, article 139, nursing, section 6902).

### PRINCIPAL DUTIES AND ESSENTIAL FUNCTIONS

#### Job duties specific to this position:

1. Assumes team leader role, accepting responsibility and accountability for all resident care on designated team, including providing direct physical nursing care, with respect to the following general list of duties:
  - Performs resident care and various nursing duties according to policies/procedure and standards as delegated by the NM, CC, RN or Charge Nurse.
  - Demonstrates appropriate knowledge and technical skills when performing resident care.
  - Provides for the emotional & physical comfort and safety of the resident and his/her family/caregiver.
  - Observes for changes in clinical and/or functional status & reports changes to NM/CC/Supervisor in a timely manner. Observes residents for specific signs/symptoms as instructed by Nurse Manager, Clinical Coordinator, or RN.
  - Makes rounds to monitor, observe and evaluate resident's general condition.
  - Assists residents with all aspects of ADL and any special care needs as indicated by the NM, CC, RN or Charge Nurse for which they are properly educated and trained.
  - Assists other staff members with resident care.
  - Ensures necessary supplies for resident care are available.
  - Recognizes & responds to emergent situations efficiently and effectively by managing self, residents, staff and others appropriately.
  
2. **Assists in resident care coordination**
  - Assists with making out daily resident care assignments for assigned team.
  - Provides direction to CNA, giving and taking reports. Demonstrates the ability to delegate duties. Oversees completion of CNA assignments.
  - Demonstrates ability to problem solve utilizing resources.



## **JOB DESCRIPTION**

- Collects and documents data relevant to the resident's current health status, medical history and discharge plan needs.
  - Sets priorities for nursing actions according to the resident's needs.
  - Completes 24-hour report for assigned team.
  - Monitors dining room during mealtime, ensuring residents are safe, fed and/or encouraged to complete meal.
3. **Documents resident care in accordance with Loretto's policies/procedures.**
- Participates in completing a portion of the admission paperwork accurately & according to guidelines.
  - Documents pertinent nursing observations and actions in medical record appropriately.
  - Completes all unit specific forms within the LPN role accurately & in a timely manner.
  - Transcribes physician orders when needed.
  - Ensures CNAs complete required documentation.
4. **Prepares, administers and records medications, treatments and nursing procedures according to Loretto's policies/procedures.**
- Monitors/documents resident's response to medication.
  - Performs resident care treatments & procedures according to policies/procedures.
  - Documents medication and treatment administration records promptly per policy.
  - Possesses a sound knowledge base of medication and treatment administration.
  - Provides the resident and/or family instruction on medication as it relates to a resident's diagnosis, status or plan of treatment.
  - Orders and maintains stock supplies and medications.
  - Stocks and cleans med carts during and upon completion of medication pass.
  - Promotes an environment for the resident that acknowledges & respects the resident's individuality & rights during both treatments & medication administration.
5. **Demonstrates ability to function as charge nurse by assuming responsibility and accountability for resident care and entire unit functioning in absence of NM/CC.**
- Makes out daily work assignment fairly utilizing available resources.
  - Coordinates unit activities effectively.
  - Assures completion of 24-hour report and faxes to supervisor.
  - Manages emergency situations effectively - fire safety, resident falls, change/deterioration in resident condition & initiates appropriate follow-up.
  - Assists with maintaining the accuracy of the resident care assignment sheets.
  - Contacts/interacts with families as needed.
6. **Assists in the preparation of the resident for the MD, NP, and PA.**
- Observes the health status of residents. Collects and records data from the resident, caregivers/family, health care providers, individuals and/or agencies in the community and documents appropriately.
  - Reviews the resident's medical record to ascertain that pertinent data is in the record and attempts to retrieve any missing information.
  - Reviews resident's medications with physician every visit.



## JOB DESCRIPTION

7. **Communicates effectively, professionally and appropriately with Health Team Members, residents and families.**
  - Communicates information intra/interdepartmentally.
  - Keeps supervisors informed of significant changes in residents' behavior or condition.
  - Notifies supervisors promptly of any problems related to any staff members.
  - Reinforces resident and family education and training. Observes and reports resident and family compliance to the teaching plan.
  - Maintains the highest level of customer service when assisting the resident, the resident's family and visitors.
  
8. **Works cooperatively within the health care team.**
  - Supports the team in planning the resident's care by assisting in the development and implementation of realistic, measurable, time-bound goals.
  - Cooperates with leadership staff in implementing planned changes and activities to improve resident's care or overall functioning of the clinical unit.
  - Assists other staff members with resident care.
  - Supports orientation process by assigning buddies, if necessary, and following up with staff to assure assignment is being completed.
  - Welcomes new staff/float to the unit, and assists with orientation of new staff.
  - Accepts assignments and adapts to changes in job responsibilities in a professional manner.
  - Responds to and handles situations in an appropriate manner following the chain of command for resolution.
  
9. **Complies with all Loretto and departmental policies and procedures:**
  - Adheres to all infection control and safety policies and procedures.
  - Adheres to Resident Rights and confidentiality regulations.
  - Completes annual competencies.
  - Operates patient care equipment in accordance with policy and procedure. Obtains, cleans and returns equipment. Takes appropriate action to ensure broken equipment is repaired.
  - Adheres to nursing dress code. Arrives to work on time for assigned shift prepared to work. Adheres to clocking procedures per protocol.
  - Complies with all other facility and management policies, procedures and requirements.
  
10. **Participates in Loretto's Quality Assurance Performance Improvement (QAPI) Program.**
  - Demonstrates understanding of QAPI process.
  - Participates in data collection.
  - Actively participates in solving problems identified by QAPI Program.
  - Responds with appropriate performance to results obtained from QA/QI indicators.
  
11. **Participates in staff development programs to improve skills and to contribute toward the improvement of resident care.**
  - Responsible for identifying own educational/training needs.



## **JOB DESCRIPTION**

- Participates in and completes a minimum of 12 hours of in-service annually.
- Participates in staff meetings, communication systems, reads and signs off all self-study in-services and all pertinent education materials in addition to mandatory in-services.
- Brings to annual evaluation ALL required paperwork necessary as directed by re-orientation letter.
  - Completed annual health assessment.
  - Completed annual reorientation.
  - Completed required annual competencies.

### Job expectations for all Loretto employees:

- Promotes and role models the mission, values, vision and strategic goals of Loretto in all interactions with staff, peers, residents, family members, vendors and visitors. Treats people with dignity, professionalism and kindness.
- Demonstrates excellent internal and external customer service skills such as friendly greeting, making eye contact, listening attentively, responding in a timely manner, showing respect and empathy and acting as a role model for staff and peers.
- Demonstrates excellent work attendance, reliability and work ethics. Arrives at facility on time for assigned shift and prepared to work.
- Attends and actively participates in required meetings and training sessions including reorientation.
- Complies with established policies, procedures, and codes of conduct at all times (e.g., dress code policy).
- Adheres to all health and safety requirements, regulations, policies and procedures.
- Practices and teaches safety awareness. Identifies and reports or corrects any possible safety or environmental issues.
- Understands all HIPAA and other compliance & regulatory requirements associated with their role, including completion of required internal or external training/certifications.
- Performs a variety of related duties as assigned.

## **QUALIFICATIONS**

- Must be a graduate of an accredited school of practical nursing and possess current license with the New York State Board of Nursing. Or, may be a GPN with a scheduled test date.
- Basic knowledge of clinical nursing best practices.
- Strong patient evaluation skills.
- Must be able to function effectively in handling residents while performing procedures and techniques required to assist physicians and professional nursing staff.
- Ability to lead, guide and motivate others.
- Outstanding interpersonal skills, including the ability to communicate effectively with residents and families from diverse backgrounds who may have physical, sensory and mental impairments while providing care.
- Ability to interact professionally and respectfully with family members or other support persons while providing care.
- Proficient with MS Office and able to learn new software rapidly.



## JOB DESCRIPTION

- Must be able to work weekends and holidays according to applicable union or CBA contract language

### PHYSICAL REQUIREMENTS

FUNCTION	FREQUENCY	FUNCTION	FREQUENCY
Sitting	Occasionally	Bed operation	Occasionally
Standing	Frequently	Stepping up/down	Occasionally
Walking	Frequently	Lifting 0-10 pounds	Frequently
Stair climbing	Occasionally	Lifting 11-25 pounds	Occasionally
Balancing	Frequently	Lifting 26-35 pounds	Occasionally
Squatting	Occasionally	Lifting 36-50 pounds	Occasionally
Reaching forward	Frequently	Push force up to 30 pounds	Frequently
Reaching overhead	Occasionally	Pull force up to 25 pounds	Occasionally
Forward bending	Frequently	Carrying 0-10 pounds	Frequently
Sustained bending	Frequently	Carrying 11-25 pounds	Occasionally
Kneeling	Occasionally		

### ENVIRONMENTAL CONDITIONS

The LPN's are subject to exposure to odors, medical wastes, disease and unsanitary conditions.

### EMPLOYER'S DISCLAIMER

- Non-essential job functions are subject to possible modification where necessary to reasonably accommodate qualified individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Loretto reserves the right to modify position duties at any time, to reflect process improvements and business necessity.
- This document does not create an employment contract, implied or otherwise.

### EMPLOYEE ACKNOWLEDGMENT

**Employee Name:** \_\_\_\_\_

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

(Please Print)

**Employee Signature:** \_\_\_\_\_

Reviewed/Revised 11/2015	
Date reviewed/revised: 1/24/2018	By: J. Margrey.
Date reviewed/revised: 1/7/2018	By: JM, SB, AW
Date reviewed/revised: 2/12/2019	By: S. Boyle



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