

**SAINTJOHN'S COMMUNITIES
JOB DESCRIPTION**

JOB TITLE: Licensed Practical Nurse (LPN) **REPORTS TO:** Director of Health Services, Nurse Manager, Nurse Supervisor

STANDARD PRECAUTIONS: Category I **FLSA:** Non-Exempt – Hourly **JOB CODE:** 2

JOB OBJECTIVE:

Under the general direction of the Director of Health Services, Nurse Manager/Supervisor, the LPN provides nursing care to residents; ensures resident satisfaction and adherence to policies, procedures, standards, and regulations. Role models person first behaviors and holds others accountable to Saint John's person-centered philosophy of care and service to provide our residents with the power of choice.

QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES

Qualifications:

1. Must be a graduate from an accredited practical nurse program currently licensed as a Licensed Practical Nurse in the State of Wisconsin
2. Must have at least 6 months of experience in a geriatric/rehabilitation setting and be able to demonstrate current knowledge of basic nursing theory and practice.
3. Must be CPR certified.
4. Must be able to read, speak and write English.

Knowledge:

1. Familiar with State and Federal regulations/guidelines for primary work area: Skilled Nursing Facility (Windsor); CBRF (Stratford and Canterbury) and RCAC (Towers).

Skills:

1. Possesses basic computer skills with some proficiency in the use of Microsoft Outlook, Word and Excel.
2. Able to provide constructive performance feedback to others to facilitate staff development.
3. Able to effectively coach, counsel and if necessary, discipline others with the goal of achieving performance improvement.

Abilities:

1. Demonstrates dependability and reliability in adhering to an established work schedule. Able to work flexible hours to meet scheduling requirements.
2. Demonstrates performance efficiency in managing workload with little overtime. Able to adapt to changing organizational needs.
3. Displays excellent written and verbal communication skills. Knows and follows existing lines of communication and authority. Exhibits a warm, cheerful, caring manner when interacting with residents, families, co-workers, and other guests at Saint John's.
5. Must be professional in actions, dress appropriate to the position, have excellent customer service skills, and desire to work with and serve older adults.
6. Must demonstrate the ability to comprehend and follow established procedures. Able to multi-task and work independently while performing various job duties.

ESSENTIAL FUNCTIONS, DUTIES AND ACCOUNTABILITIES:

Person Centered Care/Professional Integrity and Responsibility

1. Strives to create an environment that supports the six dimensions of wellness for our residents: physical, social, emotional, intellectual, vocational, and spiritual needs.
2. Acts with honesty and openness when representing Saint John's. Supports a work environment that values respect, fairness, inclusiveness, and integrity.
3. Promotes responsibility in the workplace by recognizing and respecting boundaries of people with whom we work and serve. Fosters positive relationships between residents, families, and staff by promoting teamwork.
4. Balances the person-first philosophy and individual choice with the resident's medical needs in clinical decision-making.
5. Know each person as an individual who can and does make a difference. Know and honor the person before the task in the performance of work duties.

Clinical Performance

1. Contributes to the development of the resident's individualized plan of care by obtaining and reporting observations and collected data to the RN.
2. Documents observations and collected data thoroughly, accurately, and timely.
3. Demonstrates patient safety in the administration of medications for consistently adhering to the 7 Rights of Medication Administration.
4. Collaborates/consults with other members of the health care team through such avenues as Care Conferences, morning stand-up, and 1:1 meeting with residents, families, and other team members.
5. Contributes to the development of a teaching plan designed to meet residents' needs.

Leadership

1. Participates in a Quality Improvement team.
2. Fulfills the role of resident advocate. Consults with Saint John's Ethics Committee as needed.
3. Collaborates with Education Manager in the orientation of new staff.
4. Promotes operational efficiency through the judicious use of medical supplies, medications, dressings, and equipment. Requests replenishment of supplies when needed and completes the necessary paperwork for billing purposes. Monitors the use of supplies by others.
5. Participates in educational programs and seminars to continually refine clinical skills and enhance interpersonal relationships. Shares learnings with others.

Supervisory

1. Assures that sufficient staff are present to provide resident care as outlined in the residents' plans of care.
2. Delegates resident care to RAs recognizing their individual knowledge, skills, and abilities.
3. Ensures that all delegated activities are completed thoroughly, accurately, and timely.
4. Utilizes critical thinking to solve problems and make decisions.
5. Provides formal and informal performance feedback to staff. Takes immediate action when unacceptable performance issues arise with any team member, then notifies supervisor.

Professionalism

1. Maintains the confidentiality of proprietary business, financial, health, personal or other information concerning residents, employees, consultants, prospects, and operations and where appropriate complies with the Health Insurance Portability and Accountability Act (HIPAA) as well as corporate and departmental standards.
2. Assures that all resident rights are maintained. Report any violations of suspected deviations according to Saint John's policy. Assist in the investigation of allegations of abuse and misappropriation of resident's property according to State and Federal regulations.
3. Works cooperatively with residents, clients, families, volunteers, visitors, and all levels of staff throughout the organization.

WORK SETTING/ENVIRONMENT

Setting	Work is performed indoors in a well-lighted and clean building with some exposure to dust.
Temperature	Heat, air conditioning and humidity are controlled by the building's central system with a temperature variance of not more than 7 degrees on either side of the norm of 72 degrees.
Endurance	In general, needs physical stamina because considerable time is spent walking, standing, bending at bedside.
OSHA Risk	Frequent exposure to blood, body tissue and fluids with some exposure to infectious diseases and hazardous materials. Exposure to bodily injury on a regular basis. Exposure to toxins is rare.
Other	Frequently work is completed sitting at a desk with an appropriate chair; uses keyboard/personal computer, sitting for periods of time for data entry with possible musculoskeletal and eye strain.

EQUIPMENT USED

Clinical	IV related equipment, pill crusher, Stethoscope, blood pressure apparatus, glucometer, telephone, syringes, protective clothing including plastic and vinyl gloves, oxygen concentrator, telephone, computer, printer, fax machine, wheel chairs, oxygen concentrator and gauges, chair scales, ophthalmoscope, otoscope, bladder scanner, bed pan, emesis basin, foley catheter equipment, pressure relieving devices, adaptive devices, tub, Broda chair, call/intercom system, cane, wheelchairs, electric wheelchair, walker, commode, electric bed, electric thermometer, electric time clock, gait belt, bed/chair alarms, Geri chair, mechanical and electric lifts, slings, hamper, isolation apparel, lapboard, slide sheet, nail clipper, switches, code alert system, all mattresses and those that require pumps.
Household	Washer, dryer, dishwasher, regular oven/stove, refrigerator/freezer, ice machine, popcorn maker, toaster, microwave oven, and coffee maker. (And any other equipment to meet the needs of the resident and/or as ordered by medical providers)

PHYSICAL/SENSORY COGNITIVE REQUIREMENTS TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Physical Strength	Must be able to occasionally push/pull/lift/move objects weighing up to 50 pounds; Uses mechanical devices or assistance for lifting over 51 pounds; Push/pull objects weighing over 100 pounds due to the differences in resident weights when in wheelchairs. Resident frequently may be resistive and/or combative and their actions cannot be anticipated in advance.
Manual Dexterity	Must be able to continuously perform simple/difficult manipulative tasks like inserting an I.V. or feeding tube and the calibration of equipment such as a feeding pump or oxygen gauge and data entry work at computer.
Coordination	Must be able to frequently perform tasks requiring good hand/eye coordination and steadiness of motion for preparing and administering medications and taking blood pressures.
Mobility	Must be able to continuously stand and walk; frequently sit, occasionally squat, bend to floor, reach over shoulder, kneel, twist, sit, stand, and remain in uncomfortable positions for prolonged periods.
Speech	Must be able to continuously articulate clearly and precisely so as to give precise directions, speak on the phone and over the intercom
Emotional Stability	Must be able to continuously cope effectively with constant stress; working with sick residents and their families, resident who may be confused, irrational,

	highly agitated or given to abrupt mood swings, responding to emergency situations, frequent interruptions, ensuring regulatory compliance and interacting with State/Federal Surveyors, supervising staff members who may be uncooperative multiple tasks, noises, and work cooperatively as part of the health care team.
Vision	Must be able to continuously see objects closely to visually assess medical conditions. Ability to focus and read a thermometer, medical records, and see computer to perform medical documentation in computer, distinguish colors of warning lights and be able to read test results.
Hearing	Must be able to continuously hear normal sounds and voice patterns with some background noise while using a stethoscope.
Smell	Must be able to occasionally use this sense to identify medical problems, smoke, spoiled food and soiled linen, etc.
Concentration	Must be able to continuously concentrate on fine detail with constant interruption.
Attention Span	Must be able to continuously attend to task/function for more than 60 minutes at a time.
Conceptualization	Must be able to frequently understand/use theories behind several related concepts.
Memory	Must be able to continuously remember verbal and written tasks/assignments for a full shift; frequently must remember multiple tasks/assignments given to self and others at beginning of a period and lasting over long periods.

1. This job description is not intended to be all inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or other management.
2. Management reserves the right to change job responsibilities, duties and hours as need prevail. This document is for management communication only and is not intended to imply a written or implied contract of employment.
3. I have read and understand this job description. I agree to accept the responsibilities and duties as outlined with or without reasonable accommodation.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Dev. 08/2015. Revised 12/2016; 09/2019; 07/2020; 02/2023