

Pleasant Acres Nursing & Rehabilitation Center Job Description

EEO Classification: Technician

Position held by:

Job Title: LPN/Team Leader

Revision Date: 12/12/07

Status: Bargaining

Full time **Part time**

Department No: 48

Department Name: Nursing

Reports to: Charge Nurse

Director's Name: Cindy McWilliams

POSITION SUMMARY

Assume responsibility for the direct or indirect nursing care of residents on an assigned unit and on a specific tour of duty. Must be knowledgeable of nursing and medical practices and procedures, as well as laws, regulations, and guidelines that pertain to long-term care. Must possess leadership and supervisory ability and the willingness to work harmoniously with professional and non-professional personnel. Must possess the ability to plan, organize, develop, implement and interpret the programs, goals, objectives, policies and procedures, etc, that are necessary for providing quality care. Must be willing to seek out new methods and principles and be willing to incorporate them into existing nursing practices.

Job Title: LPN/Team Leader

ESSENTIAL REQUIREMENTS, DUTIES, AND RESPONSIBILITIES

1. The LPN shall bear full and ultimate responsibility for his/her actions.
2. Will function within the scope of the Nurse Practice Act.
3. Will serve as a role model for Health Care Specialists and other personnel.
4. Will be open minded to change, new proposals/concepts and comply with these changes.
5. Administer nursing care according to established care plan and nursing home protocol. The plan may include therapeutic treatment, counseling and teaching and supervising resident and/or family members in giving care.
6. Assist resident with activities of daily living, encourage self-care within limit of his/her ability, and teach maintenance of health and prevention of disease.
7. Maintain basic principles of safety and infection control.
8. Promptly report any falls, injuries, medication errors, or change in resident condition to charge nurse and document according to requirements of facility.
9. Complete all documentation in accordance with established policy and procedures. Strict confidentiality will be maintained.
10. Apply scientific principles in performing nursing procedures and techniques as delegated by the charge nurse.
11. Accountable for control, administration, availability and documentation of medications correctly.
12. Assist the charge nurse as assigned with the transcription of physician's orders.
13. Continuously evaluate, record and report to charge nurse the resident's symptoms, reactions and progress.
14. Assist in the provision of an optimal physical and emotional environment with emphasis on resident's rights.
15. Participate in team conference to assist in planning nursing care, and discuss unit problems.
16. Demonstrate a positive attitude and continuity in interaction between Health Care Specialists and charge nurse while maintaining open communication.
17. Employment is contingent on successful completion of the pre-placement physical and criminal background check.
18. Is subject to exposure to infectious waste, diseases, conditions, etc, including the AIDS and Hepatitis B viruses.
19. Is subject to frequent interruptions, hostile and emotionally upset residents, family members and other personnel.
20. Must possess a current, unencumbered license to practice as an LPN in the state of Pennsylvania.

Other reasonable duties as assigned by supervisor

Requirements are representative of minimum knowledge, skills and abilities. To perform this job successfully, the incumbent will possess the ability or aptitude to perform each duty *proficiently*, and comply with County policies and procedures, as outlined in the Employee Handbook.

NON-ESSENTIAL DUTIES

(Additional duties that are required, although may be assigned to another employee due to special circumstances applicable to the employee.)

Filing, copying, answering phone

PHYSICAL AND MENTAL JOB REQUIREMENTS

Job Title: L.P.N.

Please check those items that apply to the *essential job functions* of the job title listed above. Each category **must** be completed.

1. Schedule

- Full-Time Day Shift Weekends (every other)
 Part-Time Evening Shift

2. Supervision Level

- Extremely Close Supervision
 Moderate Supervision
 Minimal Supervision

3. Initiation of Work

- Supervisor Will Direct to Next Task
 Initiation Helpful, but Not Necessary
 Must Initiate Own Work

4. Independence

- Supervisor Will Cue on a Frequent Basis
 Ability to Complete Assignments with Moderate Oversight Required
 Ability to Complete Assignments with Little Oversight Required

5. Work Routine

- Routine Never Varies; Structure is Tight
 Occasional Routine Change; Generally Planned in Advance
 Routine Changes Often; Little Structure to Task Sequence

6. Rate of Work

- Fast Pace
 Moderate Pace
 Slow Pace

7. Following Directions

- Full Understanding of Both Written and Verbal Instructions Required
 Understanding of Verbal Instructions Only Required
 Understanding of Written Instructions Only Required

8. Communication – English

- Excellent Verbal Communication Skills Necessary
 Basic Verbal Communication Skills Necessary
 Limited or No Verbal Communication Skills Necessary

9. Functional Reading – English

- Fluent Reading
- Simple Reading
- Recognition of Signs/Symbols
- No Reading Skills Required

10. Hearing

- Ability to Hear Required
- Hearing Not Required

Seeing

- 20/20 Vision with Corrective Eyewear
- Limited Vision
- Vision Not Required

11. Functional Math

- Complex Computational Skills (Accounting and Financial Skills)
- Simple Computational Skills (Add, Subtract, Multiply, Divide, Percents)
- Simple Counting Skills
- No Mathematical Skills Needed

12. Interaction with Customers

- High Visibility, Frequent Interaction Required
- High Visibility, Infrequent Interaction Required
- Low Visibility, Frequent Interaction Required
- Low Visibility, Infrequent Interaction Required
- No Interaction Necessary

13. Appearance Requirements

- Compliance with Employee Dress Code Required
- Compliance Not Required due to Nature of Job

14. Time

- Must Tell Time to the Minute
- Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

15. Orientation (Familiarity with Surroundings)

- Work Area
- Room Only
- Building Only
- Several Blocks From Building

16. Mobility Skills

- Mobility Within the Building
- Mobility Within a Four-Block Radius
- Driving Required

17. Sitting

- 75% - 100%
- 50% - 75%

Standing

- 25% - 50%
- Less than 25%
- 75% - 100%
- 50% - 75%
- 25% - 50%
- Less than 25%

18. Bending

- Knees and Waist
- Knees Only
- Waist Only
- No Bending Required

19. Lifting

- | | | | |
|-------------------------------------|----------------------|--------------------------|---------------------|
| <input checked="" type="checkbox"/> | Greater than 50 lbs. | <input type="checkbox"/> | Less than 10 lbs. |
| <input type="checkbox"/> | 10 - 30 lbs. | <input type="checkbox"/> | No Lifting Required |

20. Reaching

- | | | | |
|-------------------------------------|---------------------|--------------------------|----------------------|
| <input type="checkbox"/> | Greater than 6 Feet | <input type="checkbox"/> | Less than 2 Feet |
| <input checked="" type="checkbox"/> | 2 – 6 Feet | <input type="checkbox"/> | No Reaching Required |

These statements are intended to describe the nature and level of work being performed by people assigned to this position. This is not an exhaustive list of all responsibilities and duties required of the job incumbents.