

## POSITION DESCRIPTION

**POSITION TITLE:** Licensed Vocational Nurse

**DEPARTMENT:** Nursing

**REPORTS TO:** DON/ADON

**POSITION PURPOSE:**

Organizes and directs assigned unit duties to provide quality nursing care to residents.

**ESSENTIAL FUNCTIONS OF POSITION:**

- Responsible during the shift for the total nursing care of residents in the assigned unit.
- Assumes responsibility for compliance with Federal, State, Local, and company regulations.
- Explains procedures and treatments and care plan to resident
- Administers prescribed medications and treatments in accordance with approved nursing techniques.
- Transcribes physician's orders
- Charts progress notes in a informative, factual manner that reflects the care administered as well as the resident's response to care
- Receives/gives report from/to nurse he/she is relieving/coming on and records sufficient information and implements appropriate follow-up action as necessary
- Follows established procedures for charting and reporting all reports of incident/accidents for residents and employees.
- Conducts frequent rounds to evaluate effectiveness of care delivery
- Prepares equipment and aids Physician during treatment and examination of resident
- Maintains awareness of comfort and safety needs of residents
- Observes residents, records significant conditions and reactions, notifies supervisor or Physician of resident's conditions and reaction to drugs, treatments, and significant incidents.
- Takes temperature, pulse, blood pressure, and other vital signs to detect deviations from normal and assess condition of resident
- Responds to emergency situations based upon nursing standards, policies, procedures, and protocol.
- Assists in completion of care plans (acute and long term) and is involved in the care conference as deemed necessary
- Participates, reports to DON/Administrator and conducts (as appropriate) investigations related to any alleged abuse
- Ensures that documentation is reflective of the care plan and that the approaches on the care plan are being followed

- Assures that assigned C.N.A.'s is aware of the resident care plan, and ensure that the nursing assistant refers to the care plan prior to administering care
- Monitors that C.N.A.'s Documentation is completed daily
- Takes report from C.N.A.'s to facilitate accurate documentation in resident medical record
- Makes beds, bathes and feeds resident, when necessary
- Assures documentation is accurately completed for admission, discharge and transfer
- Supervises and evaluates implementation of the "Resident's Rights"
- Participates in department or unit quality improvement activities
- Follows facility procedure requesting supplies and charges for items ordered through Central Supply
- Participates and attends periodic in services and staff meetings
- Perform additional duties as assigned

**EDUCATION/REQUIREMENTS:**

Current State of LPN with a minimum of 2 years related experience; or equivalent combination of education and experience. Good standing in the state registry is required.

I acknowledge I have received and reviewed this position description:

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_