



## **Job Descriptions**

**Position Title:** Licensed Practical Nurse  
**Department:** Nursing  
**Supervises:** CNA's, MA's, and students  
**Status:** Full-time, Part-time or Per Diem

### **Position Summary:**

It is the responsibility of a Licensed Practical Nurse under the supervision of the RN Supervisor, Unit Manager, Assistant Director of Nursing, Director of Nursing and the Administrator, to perform routine treatments and services in the delivery of care to the residents, patients. The LPN must serve as a staff nurse, and at times as a charge nurse on the floor, and is responsible for the daily work assignments of the nursing assistants. The LPN will provide information for evaluation of nursing assistants concerning performance appraisals and in education and listening to family and patients/residents' concerns.

### **Responsibilities:**

1. Prepares and administers medications and treatments with knowledge of purpose and adverse effects of nursing care provided.
2. Completes all documentation for observation, planning and evaluation of care provided to residents, including orders by physicians.
3. Functions in monitoring capacity as assigned for completion of resident's/patient's care, employee guidance and discipline.
4. Maintains open lines of communication between nursing shifts, as well as other departments, supervisor, physicians, and families of residents/patients.
5. Acts on residents/patients behalf to assure patient rights and to prevent resident abuse.
6. Acts on first aid knowledge in emergencies.
7. Is aware of safety issues, accomplishing responsibilities in a safe manner, re-enforces good safety practices displayed by other staff members.
8. Is able to maintain confidentiality of information.
9. Works as a team member.
10. Is able to perform the following physical activities: Kneeling, stooping, standing, reaching, pulling/pushing, walking, grasping, moving fingers, hearing, talking, sitting, repetitive motions.

### **Education**

1. High school education
2. Current LPN license or permit to practice.
3. CPR certification

### **Working Conditions:**

1. Exposure to significant work pace/pressure.
2. Exposure to chemicals and disinfectants.
3. Exposure to bodily fluids.
4. Work in well lighted, heated, air-conditioning building.

**Other:**

I acknowledge that I have received a copy of and read my job description. I understand the duties, requirements and expectations of my job. If I have any questions, I understand that I should contact my supervisor.

I agree to the following:

1. To adhere to privacy and security guidelines to protect the confidentiality of the patients protected health information;
2. To participate in company-sponsored training to safeguard against improper use and disclosure of the patients protected health information;
3. To monitor and ensure compliance with all company policies and procedures, as well as state and federal law.

All requirements are subject to possible modification to reasonable accommodate individuals with known disabilities, unless to do so would impose a hardship on operation of the facility.

**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.**

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**Employee Signature**

**Date**