

Licensed Practical Nurse

Job Description

Reports to: Director of Nursing, RN, Director, Administrator

Position Summary:

Provide direct care services to Brookfield residents in a variety of nursing duties that provide each resident care that is individualized and preserves their dignity and promotes their independence. Ensure the highest degree of quality care is maintained at all times to Brookfield residents.

Primary Responsibilities:

1. Oversee the administration of each plan of care for each resident. Notify RN of any changes in the residents that may necessitate a change in their plan of care.
2. Oversee the administration of all medications as set forth in each plan of care for each resident.
3. Complete all needed paperwork concerning each resident's admission, care, transfer, and discharge
4. Complete accident/injury reports as needed
5. Participate in facility surveys (inspections) made by authorized government agencies as requested by the Administrator or Director
6. Interpret policies and procedures to nursing staff members, residents, visitors, and government agency representatives, as needed
7. Perform administrative duties such as completing medical forms, reports, evaluations, studies, charting, etc. as necessary
8. Attend various meetings as needed
9. Report occupational exposures to blood, body fluids, infectious materials, and hazardous chemicals in accordance with Brookfield policies and procedures governing such incidents and accidents
10. Notify the Director of Nursing when there is a change in the resident's condition
11. Visit residents on a regular basis in order to observe and evaluate each resident's physical and emotional status
12. Ensure that direct care is provided by a member of the staff qualified to perform the procedure

Qualifications

- Licensed by and in good standing with the State of Arkansas.
- Experienced in care giving to older adults preferred
- Ability to read, write, and speak English
- Desire to work with older adults
- Friendly, caring disposition
- Ability to make independent decisions

13. Create nurses' notes that are informative and descriptive of the nursing care being provided, that they reflect the resident's response to the care and that such care is provided in accordance with the resident's wishes
14. Provide direct care to each resident as set forth in their Individualized Care Plan
15. Ensure that residents who are unable to call for help are checked frequently by appropriate staff members
16. Take TPRs, blood pressures, etc. as necessary
17. Participate in all in-service training classes as required by Brookfield as well as the state regulations
18. Provide leadership to CNAs, maintaining clear and open lines of communication
19. Admit, transfer, and discharge residents, as necessary
20. Report problem areas with staff members and others to the Director of Nursing
21. Keep the Administrator informed of the status of residents and other related matters through written and/or oral reports
22. Notify the Director of Nursing of any equipment/supply needs
23. Help ensure that an adequate stock level of medical supplies, equipment, etc. is maintained on the premises at all times to meet the needs of the residents by alerting the Director of Nursing of levels of supplies that are in need of restocking
24. Operate all equipment safely and effectively
25. Comply with the procedures set forth in Brookfield's policy and procedure manuals.

Working Conditions

1. Moves intermittently during working hours
2. Subject to frequent interruptions
3. Involved with residents, personnel, visitors, government agencies/personnel, etc. under all conditions and circumstances
4. Subject to hostile and emotionally upset residents, family members, personnel, and visitors
5. Communicates with other employees throughout the facilities
6. Is subject to call-back during emergency conditions (e.g. severe weather, evacuation, post-disaster, etc.)
7. Attend and participate in continuing educational programs
8. May be subject to handling of and exposure to hazardous chemicals (cleaning agents, etc.)
9. Assist in the evacuation of residents in case of an emergency in a supervisory capacity
10. Maintain a liaison with the residents, their families, other departments, etc. to adequately plan for the resident's needs
11. May be offered the chance to work in other facility as needed to fulfill short-term staffing needs

Physical Job Requirements

To fulfill job requirements, employee must be able to perform key physical tasks for extended periods of time. Proper body mechanics and safety measures as prescribed by the residence must be used.

During a typical twelve-hour shift, employee will possibly:

- Stand/walk up to twelve hours a day
- Sit up to two hours a day
- Frequently support up to 30 pounds
- Frequently lift/carry up to 50 pounds
- Frequently kneel, bend, and reach

In addition to the preceding duties, the LPN must comply with all of Brookfield Assisted Living and Brookfield Memory Care Facilities policies and procedures. Note that every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from this position.

Employee Acknowledgment

I have read and understand my job description and I am able to fulfill the outlined responsibilities.

Employee's Signature

Date