

CEDAR COMMUNITY

Licensed Practical Nurse @ CLHRC

Department:	Nursing	Job Status:	ALL
FLSA Status:	Non-Exempt	Reports To:	Supervising Nurse
Grade/Level:	Graduate of an Accredited School of Nursing.	Amount of Travel Required:	No travel required
Work Schedule:	Eight-hour shifts, may include weekend shifts and designated holidays. May be requested to stay beyond shift in an emergency.	Positions Supervised:	CNA Staff

POSITION SUMMARY

The licensed practical nurse, under the supervision of a registered nurse, assumes the responsibility of providing acute and non-acute nursing care to residents and supervises unit nursing assistants.

ESSENTIAL FUNCTIONS

- Provides a warm, welcoming and friendly atmosphere for residents, family, visitors and staff.
- Gathers data, plans, implements, and evaluates total nursing needs of the resident with resident and with other health team members.
- Gives direct nursing care to residents, as needed.
- Transcribes doctor's orders and updates designated charge nurse as needed.
- Administers medications and treatments and records them appropriately.
- Initiates and monitors IV therapy per physician order under the direct supervision of the RN.
- Ensures correct diets for residents. Supervises and assists feeding of residents.
- Charts observations and interventions relating to resident care accurately, concisely and completely in a timely manner.
- Keeps residents' care plans updated and current.
- Establishes CNA assignments based on staffing and resident needs. Plans for maximum utilization of nursing personnel to meet resident needs and keeps supervising nurse informed.
- Records change of condition, incidents and accidents appropriately, and keep the designated charge nurse informed.
- Make CNA observations to supervise and evaluate care being given by nursing assistants.
- Attends meetings, relating to resident needs and care, with other health team members as directed.
- Collaborates with supervising nurse regarding rounds with residents' physicians.
- Receives and gives daily shift report regarding resident's conditions to/from nursing staff.
- Contacts supervising nurse and/or physician regarding the cessation of vital signs of a resident and assures that post mortem care is completed.
- Handles emergency situations effectively and documents appropriately.

- Knows the appropriate responsibilities regarding fire safety and evacuation of residents.
- Understands and ensures that resident's rights are protected.
- Performs nursing procedures accurately and safely.
- Initiates and supervises isolation procedures/precautions appropriately.
- Gathers data, as needed, and informs the registered nurse.
- Demonstrates/role models philosophy, objectives, policies and procedures to personnel.
- Assists with orientation and continuous learning experiences of nursing personnel on the unit.
- Assists the supervising nurse in evaluating, counseling and guiding unit personnel in their job performance.
- Maintains open lines of communication between all personnel through the proper channels.
- Attends and participates in in-service and continuing education to maintain a current knowledge of developments in nursing.
- Evaluates the utilization of supplies and equipment to provide for effectiveness and economy. Practices cost effective measures.
- Able to maintain a specified level of care for between 14 to 65 residents (numbers of residents vary per household and shift assigned), consistent with Cedar Community policies.
- Works within and interprets accurately HSS 132 and OBRA Regulations regarding delivery of nursing services.
- Maintains clean and neat working environment.
- Performs related duties as assigned by the designated charge nurse.
- Knows duties and limitations of C.N./N.A.
- Accountable to the Nurse Manager/Supervisor.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Autonomy - Ability to work independently with minimal supervision.
- Communication Oral - Ability to communicate effectively with others using the spoken word.
- Communication Written - Ability to communicate in writing clearly and concisely.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Decision Making - Ability to make critical decisions while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Team Builder - Ability to convince a group of people to work toward a goal.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

Education

Graduate of an Accredited School of Nursing.

Experience

Six months to one year related experience

SKILLS & ABILITIES

Computer Skills

Basic computer knowledge

Certificates & Licenses

Current State of Wisconsin Licensure

CPR certification

Other Requirements

Must have patience, tact, sense of humor, enthusiasm and a willingness to handle difficult patients.

PHYSICAL DEMANDS

Must be able to lift up to 50 pounds of weight and successfully pass all the portions of the pre-employment physical process.

Physical Abilities

Lift /Carry

Stand	C (Constantly)	10 lbs or less	F (Frequently)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	F (Frequently)
Handling / Fingering	F (Frequently)	51-100 lbs	O (Occasionally)
Reach Outward	O (Occasionally)	Over 100 lbs	O (Occasionally)
Reach Above Shoulder	O (Occasionally)		
Climb	O (Occasionally)		
Crawl	O (Occasionally)		
Squat or Kneel	O (Occasionally)		
Bend	F (Frequently)		

Push / Pull

12 lbs or less	F (Frequently)
13-25 lbs	F (Frequently)
26-40 lbs	F (Frequently)
41-100 lbs	F (Frequently)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Vision (Near, Distance, Color, Peripheral, Depth Perception)

Sense of Sound (Able to hear and respond to patient's spoken needs, emergency procedure instructions and to use the intercom)

Sense of Smell

Sense of Touch

Ability to wear Personal Protective Equipment (PPE) (All Equipments)

EQUIPMENTS

Lifting equipment, including mechanical lifts, adjustable beds, side rails, gait belt, bathing equipment, scale, laundry and food carts, telephone, intercom, water faucets, thermometers, watch, adjustable ceiling tables, wheelchairs, walkers, hearing aids, electric shavers, catheter, bed pan flusher, and hopper sink.

WORK ENVIRONMENT

The Charge Nurse works inside the facility, which is climate, controlled at 72 degrees. There is frequent exposure to blood, body tissues and other potentially infectious fluids. There is some exposure to loud and unpleasant noises, dust and chemicals. May be subject to hostile and emotionally upset patients, family members or visitors.

Name (Please Print): _____ Date: _____

Employee Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.