

## BEECHWOOD CONTINUING CARE

### JOB DESCRIPTION

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**JOB TITLE:** LPN  
**DEPARTMENT:** Nursing  
**SUPERVISION:** R.N. Neighborhood Manager, Charge Nurse, Village Supervisor  
**WORK AREA:** Assigned Household/Neighborhood

**I. JOB SUMMARY:** The purpose of this position is to provide direct nursing care to the resident, and to supervise the day-to-day nursing activities performed by nursing assistants. Such supervision must be in accordance with current Federal, State, and local standards, guidelines, and regulations that govern our facility, and as may be required by the Director of Nursing, R.N. Neighborhood Manager, Charge Nurse, or Village Supervisor, or Household Coordinator.

**II. ESSENTIAL COMPETENCIES:**

1. Assists R.N. Neighborhood Manager in providing professional nursing care to residents.
2. Assumes responsibility for professional duties as determined by qualifications and training.
3. Assumes role of Charge Nurse duties in absence of R.N. Neighborhood Manager or Charge Nurse.
4. Contributes to preparation and implementation of individualized Resident Care Plans.
5. Performs professional nursing duties as determined by education qualifications and in accord with the requirements and policies of the facility.
6. Responsible for directly supervising the care given by Nursing Assistants on Neighborhood. Assists Household Coordinator and team in making assignments for team members, overseeing care of all residents, conducting team conferences, participating in household team meetings, etc.
7. Assumes responsibility for duties such as passing medications, giving injections, and performing treatments which do not require the direct supervision of an R.N. (Applicable to LPN Team Leaders only.)
8. Has input to the MDS+ information gathering.
9. Makes rounds with physicians and assists them in examining and treating residents. Accepts and transcribes physician orders.

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10. Responsible for daily documentation and implementation of care plans.
11. Updates Infection Control Book as needed.
12. Performs all duties listed on job description for Nursing Assistant.
13. Orders medication, e.g. for self-medicating resident, all eye drops, patches, narcotics, inhalers, etc.
14. Monthly charting of psycho tropic medications and monthly checks of nursing assignment sheets to Care Plans.
15. Maintains CONFIDENTIALITY of all pertinent Resident care and facility information to assure Resident rights are protected.
16. Assures that Residents right to fair and equitable treatment, self determination individuality, privacy, property and civil rights, including the right to file complaints, are followed.
17. Attends and participates in inservice education classes and on-the-job training programs as required. Attends and participates in workshops, seminars, etc. as directed.
18. Assures that work/assignment areas are neat and clean.

### **III. OTHER RELATED COMPETENCIES:**

1. Follows all established safety procedures and precautions when operating office equipment. Reports equipment malfunctions/breakdowns and unsafe/hazardous conditions to plant operations and informs supervisor as soon as possible.
2. Performs other tasks as requested.

### **IV. WORKING CONDITIONS:**

Works in household setting with residents, staff, animals, plants, families, and children. Works in a well-lighted/ventilated work area, as well as resident rooms and hallways. Sits, stands, bends, lifts and moves intermittently during working hours. Travels short

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Sits, stands, bends, lifts and moves intermittently during working hours. Travels short distances frequently. Is subject to frequent interruptions & pressure from multiple/emergency calls. Communicates with other staff within the department as well as with household team members and other departments as required. Subject to hostile and emotionally upset Residents, family members, visitors, etc. Lifting and moving of residents and equipment (with assistance) up to 250 lbs.

**V. PERSONAL QUALIFICATIONS:**

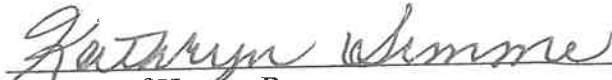
Graduate of approved school of nursing, RN or LPN. Current registration in NYS required. Membership in professional organizations recommended. Experience preferred in Medical-Surgical nursing.

Must possess the ability to make independent decisions when circumstances warrant such action. Must have thorough knowledge of medical, social, rehabilitative, and psychological needs of residents in this type of facility. Must create and maintain an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the facility. Ability to minimize waste of supplies, misuse of equipment, etc. Possess the ability to seek out new methods and principles and be willing to incorporate them into existing practices. Must be able to read, write and speak English in an understandable manner. Must be able to follow directions. Must present a professional appearance and have patience, tact, enthusiasm and a cheerful disposition when dealing with Residents, staff, visitors and the general public. Must be able to work flexible hours including weekends and holidays. May work rotating shifts.

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**Approved by:**

  
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Administrator

  
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Director of Human Resources

  
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Department Director

**I have received a copy of my job description.** \_\_\_\_\_  
Staff Member Date

