



Job Description

Job Title: Licensed Practical Nurse (LPN)

Immediate Supervisor: RN and/or Nursing Supervisor

We currently employ nurses 24 hours per day to provide licensed staff to meet the total health needs of all residents. The LPN's report directly to the RN's, Nursing Supervisor and to the Program Director. The nurse on duty provides direct care and supervision to ensure the health of the residents is kept at optimal level; medical needs are met and treatments are carried out. Nurses, along with the Nursing Supervisor, act as a medical resource for staff, residents and families. As a licensed practical nurse, you will be actively involved in the lives and medical health of our residents. You will also be responsible for ensuring that the ISS staff working on your shift perform their duties consistently, appropriately and with competence. You will be instrumental in providing a safe home-like environment while assisting the residents to be as independent as possible, and helping them make choices that are appropriate for their well-being and lives. A proven ability to provide excellent nursing care, a strong sense of leadership, a nurturing approach and the development of the residents are the primary responsibilities of this position.

1. Job duties (failure to adequately or consistently perform any or all of the duties below may result in disciplinary action, up to and including termination.

Duty	General Description
Activities of Daily Living (ADL's)	Supervise and assist ISS staff (when necessary) in providing assistance to residents as needed in all A.D.L.'s, including bathing, toileting, dressing, oral hygiene, and other personal care tasks. Encourage each resident's independence and provide for follow up as needed. Encourage and support residents in group or individual recreational and social activities.
Advocacy	Act as an advocate for residents, including in matters of health, personal choice and community involvement. Act as an advocate for the agency in all matters, including employee issues, resident health and agency reputation.
Bowel and Bladder Monitoring	Monitor bowel and bladder functions of residents and report problems to the Nursing Supervisor and/or physician.
Certifications	Maintain current certifications as required for your Registered Nurse license, including CPR and First Aid, Food Handlers, OSHA/Bloodborne Pathogens and DSHS background checks.
Community Activities	Encourage and supervise residents in group and/or individual recreational community activities.

Controlled Substances	Ensure controlled substances are stored correctly and in accordance with all applicable regulations.
Emergency Procedures	Know and understand all emergency procedures and policies. Ensure all safety practices and emergency plans are followed.
Food handling	Food preparation in accordance with residents' dietary needs. Ensure proper storage of all food. Maintain and update inventory of all food items.
Housekeeping	Supervise and assist ISS staff (when necessary) in completing laundry, dishwashing, sweeping, vacuuming, cleaning common areas, restrooms and resident rooms on a regular and/or as needed basis.
Incident Reporting	Ensure that all incidents are properly reported, within required timeframes, and are reported to the proper individuals/agencies.
Infection Control	Monitor infection control.
Medical Documentation	Checks new physician orders, medication sheets, treatment sheets, and aide flow sheets every month against the previous months to add new information and make corrections. Reports all abnormal labs to Nursing Supervisor, Physician, and Program Director. Observes and reports changes in residents' mental, physical, and emotional behavior Reviews and implements nursing care plans. Monitors residents' height, weight, and vital signs monthly or as needed.
Medication and Treatment Supplies	Keep treatment supply area stocked, well organized and clean. Keep medicine supply area stocked, clean and locked. Orders all medication, lab, and treatment supplies.
Medication Knowledge	Demonstrate knowledge of indications, side effects, contraindication, drug interactions, etc. of all medication.
Medications	Monitor and ensure compliance with all physician orders in regard to medications, including prescribed medications, topical treatments, dietary orders or supplements and all PRN (as needed) medications. Ensure that only licensed, delegated staff administer medications to residents and report any discrepancies to the Nursing Supervisor. Maintain inventory of all medications, order medications as needed. Document, maintain and update medication sheets with physician orders. Monitors, records, and reports all adverse effects from medications or treatments. Monitors and administers immunizations.

Mentoring	Responsible for providing mentoring and guidance to ISS caregiving staff.
Other	Perform all other reasonable tasks as assigned.
Range of Motion	Performs Passive R.O.M. BID and as needed.
Resident Appointments	Arrange resident medical and other appointments as necessary and/or as directed and coordinate, attend and follow up on appointments. Assists the physician with exams as needed.
Resident Care Plans	Monitor resident care plans and ensure that all staff are following resident care plans (including behavior support plans).
Resident Health	Observe, respond to and report all changes in residents' mental, physical and/or emotional status. Assist or facilitate repositioning of residents as directed or as scheduled in resident care plans.
Resident Power and Choice	Encourage all residents to participate in making appropriate power and choice decisions.
Resident Program Plans	Consistently maintain knowledge of all resident program plans and help to ensure implementation of their intent.
Resident Records	Maintain all resident records and complete daily documentation.
Safety	Assure all safety measures and program emergency plans are followed. Give assistance to others as needed and as appropriate.
Skin Checks	Perform skin checks every shift, or more frequently if necessary.
Staff Trainings and Meetings	Attend in-service trainings and staff meetings as required.
Supervision	Responsible for ensuring all ISS staff on your shift are adequately and consistently performing their duties. Makes daily staff assignments in all areas: resident and household Responsible for treating and reporting any and all residents' mental, physical and/or emotional health status. Responsible for reporting staffing issues, concerns and/or problems. Responsible for reporting violation of HHD policies to Management.

2. Required skills or knowledge: You must have proven excellence in nursing skills, be self-motivated, have good common sense and have a valid Washington State Licensed Practical Nurse license.

3. Required education: Completion of requirements for valid Washington State Licensed Practical Nurse license.
4. Required licenses, permits and/or certifications (see Policy Manual for applicable timeframes for obtaining required licenses, permits and/or certifications:
 - a. Must pass a Washington State Criminal History Background Check and an FBI Criminal History Background check.
 - b. CPR
 - c. First Aid
 - d. Food Handlers Permit
 - e. Bloodborne Pathogens
 - f. Safety Training
 - g. Valid Washington State Licensed Practical Nurse license is required for this position
 - h. Valid driver's license and insurance (if transporting residents)

Signature _____ Date: _____