

**MISSOURI VETERANS HOME PROGRAM
POSITION DESCRIPTION**

POSITION TITLE: LPN III

REPORTS TO: UNIT MANAGER/SHIFT SUPERVISOR

OVERTIME STATUS: CATEGORY 2

ACCOUNTABILITY OBJECTIVE:

Assess needs of residents and ensure services are consistent with needs, promote high quality care, supervise and coordinate activities of nursing personnel designated to specified wing/unit. Provide skilled technical nursing services as directed by RN Supervisor and report significant changes to such.

QUALIFICATIONS:

Eligibility for classification of the LPN III on the Missouri State Merit Register. Also requires appropriate licensure by the Missouri State Board of Nursing.

STANDARD REQUIREMENTS:

- Demonstrate knowledge of and promote resident rights, including but not limited to the right to be free of restraints and free of abuse. Promptly report incidents or evidence of resident abuse or violations of residents' rights.
- Follow dress code guidelines as per MVC policy and procedure.
- Approach duties with a positive attitude and constructively support open communication, dedication and compassion.
- Maintain effective communication with residents, families and facility staff.
- Adhere to all established facility and commission policies and procedures.
- Promote positive employee relations.
- Participate in individual training plan as required.
- Work wherever needed within the department and facility.
- Ensure privacy of all protected health information to which he/she may have access.
- Apply objectives from offered training
- Perform duties in a safe manner minimizing the risk of on the job injuries.
- Demonstrate knowledge of emergency procedures and respond accordingly.
- Demonstrate understanding of the mission statement of the Missouri Veterans Commission Homes Program. Exhibit a willingness to work as a team member in carrying out the mission of the organization. Facilitate implementation of care systems, i.e., falls, infection control, quality management programs, etc.

ESSENTIAL JOB FUNCTIONS: (Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

- Follow established policies and procedures, document all nursing assessments, interventions and evaluations.
- Make clinical rounds twice per shift on unit to monitor and supervise residents' care.
- Implement resident MDS and care plan according to healthcare protocol as assigned.
- Complete sections of MDS as assigned.
- Ensure 24 hour change of shift report is accurately completed daily according to established protocol.
- Demonstrate competency in transcribing and implementing physicians orders.
- Identify daily the residents who are at high risk for negative outcomes in key factors on the unit assigned and communicate to staff at all levels.
- Continually evaluate the care outcomes and monitor staff performance to assure appropriate care is administered according to the plan of care.
- Perform clinical nursing procedures according to acceptable standards of practice. Perform a variety of nursing procedures such as wound care, catheterizations, tracheal care, tube feedings, administering oxygen, etc. which may require bending at the waist, stooping, crouching, reaching with arms in order to empty catheters, provide dressing changes, etc. Push/pull treatment carts, perform treatments which may require awkward positions, i.e. supporting resident while they are lying on their side and administering a cream medication to affected area, etc.
- Administer cardiopulmonary resuscitation when indicated.
- Deliver medications accurately and provide follow-up observation for effect, adverse reaction or incompatibilities requiring the ability to push medication carts to the point of medication administration. Open/close medication bottles, punch out medications from bubble packed medication cards, etc.
- Accurately take and record temperature, pulse, respirations, blood pressure, etc.
- Assess, organize and plan staff duties on assigned unit.
- Assist and/or initiate nursing assessment within 8 hours of admission. Assess residents' needs on an ongoing basis, initiating and implementing appropriate action when indicated.
- Assist staff with resident care needs as necessary, which may include but is not limited to assistance with grooming, bathing/showering, oral hygiene, delivery and set up of food trays, feeding, incontinent care, toileting, colostomy care, prosthetic appliances, repositioning, transferring, ambulation, range of motion, communicating, or other needs in keeping with the individual's care requirements.
- Lift, move, position and transport residents, using proper body mechanics and/or lifting devices for accident prevention. This requires the ability to push and/or pull equipment, i.e. wheelchairs, whirlpool gurneys, specialized chairs/equipment, etc.
- Walk and stand extensively to and from various locations of the facility while making rounds and transporting residents within the facility. Primarily on feet all shift with the exception of breaks and occasional sedentary tasks during giving/receiving report, sitting at desk to transcribe orders, medical record documentation , etc.
- Promote and assist resident elimination which includes transfers to and from toilet, stooping or bending at the knees to empty catheter bags, etc.

- Demonstrate knowledge of and correctly complete and submit all necessary forms and reports.
- Participate in the orientation of unit staff. Promote staff development by situational teaching, reinforcement of MVH policies and procedures and unit conferences.
- Assess, evaluate, counsel employees' performance in coordination with shift supervisor/unit manager.
- Ensure completion of infection line listing.
- Demonstrate knowledge of all care key factors.
- Assist and/or complete resident teaching prior to discharge.
- Respond to opportunities to teach residents and families regarding disease processes and treatment modalities.
- Use computers and software programs utilized by the facility proficiently.
- Perform manual electronic data entry.
- Respond to internal and external disasters such as fires, tornados, etc., in order to protect residents, staff, and property.
- Adhere to infection control procedures as trained.
- Arrive to work on time and when scheduled, minimize unscheduled absences and schedule sick and annual leave responsibly, as established by Commission policies.
- Work overtime as needed.
- Participate in individual training plan as required.
- Work weekends, holidays, evenings, and nights as needed.

OTHER DUTIES:

- Make rounds with physician
- Participate in in-service and continuing education presentations
- Other duties as assigned.

PHYSICAL REQUIREMENTS:

- Physical requirements and activities include: walking, balancing, finger dexterity, pulling, pushing, standing, climbing, grasping, stooping, crouching, crawling, kneeling, reaching, bending, lifting, supporting, repetitive motion, frequent washing of hands. Essential sensory and communicative activities include: feeling, seeing speaking, hearing, smelling and tasting.

RECEIPT AND ACKNOWLEDGMENT:

I acknowledge and understand that:

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

- Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations.
- I have read and understand this job description.

Print Employee Name: _____

Employee Signature: _____

Date: _____