



## JOB DESCRIPTION – REGISTERED NURSE/LICENSED PRACTICAL NURSE

<b>Job Title:</b> Registered Nurse/Licensed Practical Nurse	<b>Reports To:</b> Director of Nursing
<b>Certifications required:</b> Registered Nurse License/License Practical Nurse	<b>Experience required:</b> new graduates welcome, but must have valid RN/LPN License
<b>Education required:</b> Must possess, as a minimum, a nursing degree from an accredited college or university or be a graduate of an approved Licensed Practical Nurse (LPN)/Registered Nurse (RN) program.	<b>Pay Rate:</b> starting at \$23.00+ for LPN and \$30.00+ for RN. Based on years of experience
<b>Shift:</b> 7 days a week 7:00am-7:00pm      7:00pm-7:00am 7:00am-3:00pm      3:00pm-11:00pm      11:00pm-7:00am	
<b>Language required:</b> Basic English or Basic Spanish <u><b>Basic</b></u> – not fluent but can understand most words and is able to communicate with others. <u><b>Fluent</b></u> - can read, write, and speak English at a 5 <sup>th</sup> grade equivalent or higher level. <u><b>Proficient</b></u> - can read write and speak at a 12 <sup>th</sup> grade equivalent or higher level.	

### Job Summary:

The primary purpose of this position is to provide skilled nursing care to residents under the medical direction of the residents' attending physician and within the scope of nursing practice for the state.

### Essential Job Functions

Administrative Functions	<ul style="list-style-type: none"> <li>• Provide oversight of Certified Nursing Assistants (CNAs) and licensed nurses as directed by the Director of Nursing.</li> <li>• Participate in completing sections of the Minimum Data Set (MDS) assessment as requested.</li> <li>• Initiate requests for consultations or referrals as requested.</li> <li>• Perform administrative duties by completing medical forms, reports, evaluations, studies, charting, etc.</li> </ul>
Resident Care Functions	<ul style="list-style-type: none"> <li>• Provide nursing services to residents in accordance with scope of practice, facility policies and professional standards of care.</li> <li>• Maintain documentation of all nursing care and services provided to the residents; use nurse's notes, flow sheets and electronic medical records according to facility protocol.</li> <li>• Monitor residents for developments of acute changes of condition including confusion, fever, difficulty breathing, increased pain, difficulty with urination, loss of appetite, constipation, diarrhea, vision or hearing loss, general malaise or decreased range of motion (ROM); conduct assessments and notify the provider as needed.</li> <li>• Monitor the chronic health conditions of residents; be familiar with reportable changes and potential causes for concern.</li> <li>• Assist in the admission process; provide resident orientation as appropriate.</li> <li>• Assist with a discharge planning process that focuses on the resident's discharge goals and preparation for successful transition to post-discharge care.</li> <li>• Contribute to the development of individualized, resident-centered care plans in coordination with the IDT.</li> <li>• Provide nursing care that is compassionate and sensitive to residents with cognitive decline, memory loss or history of trauma.</li> <li>• Provide nursing care that is appropriate and sensitive to the culture, language and background of the resident.</li> </ul>



	<ul style="list-style-type: none"><li>• Provide first aid to residents as necessary and according to facility protocols.</li><li>• Monitor resident weight and intake of food and fluids; notify the practitioner of significant weight loss or gain or changes in consumption.</li><li>• Adhere to the facility infection prevention and control practices.</li><li>• Administer medications according to practitioner orders and report adverse consequences, side effects or any medication errors.</li><li>• Transcribe telephone, verbal and telemedicine orders from providers as appropriate.</li><li>• Assess for and address resident pain as necessary and appropriate and consistent with provider orders.</li><li>• Monitor the skin health of the resident; provide preventative skin care; administer wound treatments as ordered.</li><li>• Collect and submit specimens for laboratory analysis as ordered.</li></ul>
Staff Development Functions	<ul style="list-style-type: none"><li>• Attend continuing education and in-service training programs as required to provide person-centered and competent care.</li></ul>
Safety and Sanitation Functions	<ul style="list-style-type: none"><li>• Ensure the resident environment remains as free of accident hazards as possible.</li><li>• Ensure each resident receives adequate supervision and assistive devices to prevent accidents.</li><li>• Be familiar with and use as appropriate all items of personal protective equipment (PPE) offered by the facility including masks, gowns, gloves, back brace to be worn when lifting, etc.</li></ul>

**Working Conditions:**

- Works in office areas as well as throughout the nursing services area (i.e., drug rooms, nurses' stations, resident rooms, etc.).
- Moves intermittently during working hours.
- Is subject to frequent interruptions.
- Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
- Communicates with the medical staff, nursing personnel and other department directors.
- Works beyond normal working hours and on weekends and holidays when necessary. On call 24 hours per day, 7 days per week.
- Is subject to call back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).
- Attends and participates in continuing education programs.
- Is subject to injury from falls, burns from equipment, odors, etc., throughout the workday as well as to reactions from dust, disinfectants, tobacco smoke and other air contaminants.
- Is subject to exposure to infectious waste, diseases, conditions, etc., including TB and the AIDS and Hepatitis B viruses.
- May be subject to the handling of and exposure to hazardous chemicals.
- Maintains a liaison with the residents, their families, support departments, etc., to adequately plan for the residents' needs.

**Specific Requirements:**

- Must possess a current unencumbered active license to practice as an LPN/RN in the state.
- Must be able to read, write, speak and understand the English language.
- Must demonstrate the knowledge and skills necessary to provide care appropriate to the age-related needs of the residents served.
- Must be a supportive team member, contribute to and be an example of team work and team concept.



- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
- Must be knowledgeable of nursing and medical practices and procedures as well as laws regulations, and guidelines that pertain to long-term care.
- Must possess leadership and supervisory ability and the willingness to work harmoniously with and supervise other personnel.
- Must have patience, tact, a cheerful disposition and enthusiasm as well as the willingness to handle difficult residents.