

**Bethesda Home of Aberdeen, Inc.**

Bethesda Towne Square

Job Description

\*\*Tasks may involve potential and/or direct exposure to blood, body fluids, infectious diseases, air contaminants and hazardous chemicals.

**TITLE: Licensed Practical Nurse**

**SUPERVISOR: Facility Coordinator, Bethesda Towne Square**

**JOB SUMMARY:**

The primary purpose of your job position is to provide direct nursing care to the residents, and to assist and supervise the day-to-day nursing activities performed by the Resident Associates and the Resident Medication Associates. 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 Nursing Facility Coordinator to ensure that the highest degree of quality care is maintained at all times.

**ESSENTIAL FUNCTIONS:**

- Direct the day-to-day functions of the Resident Associates and Resident Medical Associates in accordance with current rules, regulations, and guidelines that govern the facility.
- Ensure that all nursing personnel assigned to you comply with the written policies and procedures established by this facility including but not limited to hand washing, dress code, infection control, safety, nursing services, resident rights, etc.
- Periodically review the department's policies, procedure manuals, job descriptions, etc. Make recommendations for revisions.
- Meet with your assigned nursing staff, as well as support personnel, in planning the shifts' services, programs, and activities.
- Assist to ensure that the Nursing Service Procedures Manual is current and reflects the day-to-day nursing procedures performed in this facility
- Make written and oral reports/recommendations concerning the activities of your shift as required.
- Monitor residents during meals for any eating difficulties and direct assistance as necessary.
- Chart observations on any deviations from the norm.
- Cooperate with other resident services when coordinating nursing services to ensure that the resident's total regimen of care is maintained.
- Participate in the development, maintenance, and implementation of the facility's quality assurance program for the nursing service department.
- Assist in planning the nursing services portion of the resident's discharge plan as necessary.
- Interpret the department's policies and procedures to personnel, residents, visitors, and government agencies as required.
- Admit, transfer, and discharge residents as required.
- Write resident charge slips and record in the appropriate notebook for the Business Office.
- Perform administrative duties such as completing medical forms, reports, evaluations, studies, charting, etc., as necessary.
- Complete and file required record keeping forms/charts upon the resident's admission, transfer, and/or discharge.
- Encourage attending physicians to review treatment plans, record and sign their orders, progress notes, etc., in accordance with established policies.
- Chart nurses' notes in an informative, descriptive, and readable manner that reflects the care provided to the resident, as well as the resident's response to the care.
- Fill out and complete resident accident/incident reports. Submit to Director as required.
- Chart all reports of accidents/incidents involving residents. Follow established procedures.
- Record new/changed diet orders. Forward information to the Food Services Department.
- Report all discrepancies noted concerning physician's orders, diet change, charting error, etc., to the Facility Coordinator.
- Fill out and complete transfer forms in accordance with established procedures.
- Sign and date all entries made in the resident's medical record.
- Prepare and administer medications as ordered by the physician.

- Verify the identity of the resident before administering the medication/treatment. Ensure that prescribed medication for one resident is not administered to another.
- Ensure that an adequate supply of floor stock medications, supplies, and equipment is on hand to meet the nursing needs of the residents. Report needs to the Facility Coordinator.
- Order prescribed medications, supplies, and equipment as necessary.
- Ensure that narcotic records are accurate for your shift.
- Notify the Facility Coordinator of all drug and narcotic discrepancies noted on your shift.
- Dispose of drugs and narcotics as required, and in accordance with established procedures.
- Inform the Facility Coordinator when assigned personnel fail to report to work.
- Review and evaluate your department's work force and make recommendations to the Facility Coordinator.
- Develop work assignments and/or assist in completing and performing such assignments.
- Provide leadership to nursing personnel assigned to your unit/shift.
- Make daily rounds of your unit/shift to ensure that nursing services are provided in accordance with acceptable nursing and safety standards.
- Report problem areas to the Facility Coordinator.
- Meet with your shift's nursing personnel, on a regularly scheduled basis, to assist in identifying and correcting problem areas, and/or to improve services.
- Ensure that department personnel, residents, and visitors follow the department's established policies and procedures at all times.
- Develop and maintain a good working rapport with inter-departmental personnel, as well as other departments within the facility to ensure that nursing services and other services can be adequately maintained to meet the needs of the residents.
- Review complaints and grievances made or filed by your assigned personnel.
- Make appropriate reports to the Facility Coordinator as required or as may be necessary.
- Ensure that departmental corrective action is administered fairly and without regard to race, color, creed, national origin, age, sex, religion, handicap, or marital status.
- Receive/give the nursing report upon reporting in and ending shift duty hours.
- Report occupational exposures to blood, body fluids, infectious materials, and hazardous chemicals in accordance with the facility's policies and procedures governing accidents and incidents.
- Inform nursing personnel of new admissions, their expected time of arrival, room assignment, etc.
- Greet newly admitted residents upon admission. Escort them to their rooms as necessary.
- Participate in the orientation of new residents/family members to the facility.
- Requisition and arrange for diagnostic and therapeutic services, as ordered by the physician, and in accordance with established procedures.
- Consult with the resident's physician in providing the resident's care, treatment, rehabilitation, etc., as necessary.
- Review the resident's chart for specific treatments, medication orders, diets, etc., as necessary
- Implement and maintain established nursing objectives and standards.
- Cooperate with and coordinate social and activity programs with nursing service schedules.
- Notify the resident's attending physician when the resident is involved in an accident or incident.
- Notify the resident's attending physician and next-of-kin when there is a change in the resident's condition.
- Carry out restorative and rehabilitative programs, to include self-help and care.
- Administer professional services such as; applying and changing dressings/bandages, packs, giving massages and range of motion exercises, care for the dead/dying, etc., as required.
- Obtain sputum, urine and other specimens for lab tests as ordered.
- Take and record TPRs, blood pressures, etc., as necessary.
- Monitor seriously ill residents as necessary.
- Report problem areas to the Facility Coordinator and Dietary Supervisor.
- Meet with residents, and/or family members, as necessary.
- Admit, transfer and discharge residents as necessary.
- Assist in arranging transportation for discharged residents as necessary.
- Ensure that discharged residents are escorted to the pick-up area.
- Call funeral homes when requested by the family.

- Ensure that established post-mortem procedures are followed when necessary.
- Assist in standardizing the methods in which work will be accomplished.
- Assist in training department personnel.
- May conduct medication reviews for facility resident.
- Ensure that an adequate supply of personal protective equipment is readily available to personnel who perform procedures that involve exposure to blood or body fluids.
- Ensure that your assigned personnel participate in and conduct all fire safety and disaster preparedness drills in a safe and professional manner.
- Participate in the development, implementation, and maintenance of the infection control program for monitoring communicable and/or infectious diseases among the residents and personnel.
- Participate in the development, implementation and maintenance of the procedures for reporting hazardous conditions or equipment.
- Ensure that all personnel wear and/or use safety equipment and supplies (e.g., gait belt, mechanical lifts, etc.) when lifting or moving residents.
- Recommend to the Director of Nursing the equipment and supply needs of your unit/shift.
- Ensure that an adequate stock level of medications, medical supplies, equipment, etc., is maintained on your unit/shift at all times to meet the needs of the residents.
- Participate in the development and implementation of the procedures for the safe operation of all nursing service equipment
- Ensure that only trained and authorized personnel operate your unit/shift's equipment.
- Review care plans daily to ensure that appropriate care is being rendered.
- Inform the Facility Coordinator of any changes that need to be made on the care plan
- Ensure that your nurses' notes reflect that the care plan is being followed when administering nursing care or treatment.
- Review resident care plans for appropriate resident goals, problems, approaches, and revisions based on nursing needs.
- Ensure that the nursing personnel refer to the resident's care plan prior to administering daily care to the resident.
- Maintain the confidentiality of all resident care information.
- Monitor nursing care to ensure that all residents are treated fairly, and with kindness, dignity, and respect.
- Ensure that all nursing care is provided in privacy.
- Ensure that all nursing service personnel are knowledgeable of the residents' responsibilities and rights including the right to refuse treatment.
- Report and investigate all allegations of resident abuse and/or misappropriation of resident property.
- Ensure that nursing staff personnel honor the resident's refusal of treatment request. Ensure that such requests are in accordance with the facility's policies governing advance directives.
- Provide data to the Quality Assurance & Assessment Committee as requested.

### **MARGINAL JOB FUNCTIONS:**

- Assist in food preparation when necessary.
- Assist with cleaning duties when necessary.
- Assist with whirlpool bathing when necessary.
- Other duties as assigned.

### **ESSENTIAL JOB EXPECTATIONS:**

- Follow established safety precautions when performing tasks and using equipment and supplies.
- Assure that work performance is to the best of ability and effort.
- Be accountable for use of time.
- Adhere to work schedules as closely as possible including time and attendance. Proper notification of an absence is essential.
- Exhibit a clean, neat and professional appearance.
- Assure that work/assignment areas are clean and that equipment, tools, supplies, etc., are properly stored at all times, including before leaving such areas for breaks, meal times and end of the work day. Assure that assigned work areas are maintained in a clean, safe, comfortable and attractive manner.
- Assure that established infection control practices are maintained at all times.

- Must be able to deal tactfully with co-workers, residents, family members, visitors, government agencies and the general public.
- Follow established department and facility policies and procedures.
- Complete proper reports and forms when required as established by department and facility policies and procedures and/or as requested.
- Report all accidents/incidents to your supervisor.
- Must work harmoniously with residents and with other staff in all departments.
- Must represent facility in a calm and pleasant manner.
- Adhere to the appearance and dress codes of the facility
- Report all hazardous conditions or equipment.
- Attend and participate in in-service educational classes, departmental meetings, staff meetings, and committee meetings.
- Maintain the confidentiality of resident, physician and co-worker information.
- Honor the residents' personal and property rights.
- Knock before entering a resident's room.
- Manage unanticipated events in a profession and calm manner.

### **ESSENTIAL PHYSICAL DEMANDS:**

- Must meet the general health requirements set forth by the policies of the facility (including state and federal guidelines).
- Must be able to transfer, push, pull and lift up to 30 pounds to a minimum height of 5 feet, a minimum distance of 100 feet.
- Work requires **frequent** pushing, sitting, walking, carrying, pushing, reaching forward, bending, grasping light, grasping firm.
- Position requires **repetitive** use of dominant hand, non-dominant hand, bi-lateral hands, reaching forward and grasping light and grasping firm
- Overhead reaching, kneeling, squatting is **infrequent**.

### **WORK ENVIRONMENT:**

- Works in well-lighted/ventilated areas.
- 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.
- Is subject to hostile and emotionally upset residents, family members, etc.
- Communicates with the dietary and nursing staff, and other department supervisors.
- Works beyond normal duty hours, on weekends, and in other positions temporarily, when necessary.
- Is subject to callback during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).
- 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 viruses.
- May be subject to the handling of and exposure to hazardous chemicals.

**SPECIFIC REQUIREMENTS:**

- Must be able to read, write, speak, and understand the English language.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must be able to follow oral and written instructions.
- Must have patience, tact, cheerful disposition and enthusiasm as well as be willing to handle residents based on whatever maturity level they are currently functioning.
- Must possess a current, unencumbered, active license to practice as an LPN in this state.
- 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 possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies and procedures etc., that are necessary for providing quality care.
- Must be willing to seek out new methods and principles and be willing and be willing to incorporate them into existing nursing practices.
- Must be able to relate information concerning a resident's condition.
- Must not pose a direct threat to the health or safety of other individuals in the workplace.

**EQUIPMENT:**

- Medication Cart
- Phone
- Stethoscope
- Computer
- Washer and Dryer
- Whirlpool tub
- Hoyer Lift
- Dinamap
- Copy Machine
- Fax Machine
- Paper Shredder

**EDUCATION:**

- Must possess, as a minimum, a current Licensed Practical Nurse license.

**EXPERIENCE:**

- None. On- the- job training provided.

**ACKNOWLEDGEMENT:**

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position and agree to perform the duties required. I am aware that additional duties may be required of the position that are not currently listed and Bethesda has the right to amend, supplement, modify or eliminate one of more of the provisions within, without prior notice. I understand my employment is at-will and thereby understand that my employment can be terminated at any time with or without notice.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee