



JOB DESCRIPTION

TITLE: LVN Med & Treatment Nurse/ Night
PM Charge Nurse

DEPARTMENT: Health Center

REPORTS TO: Director of Nursing

GRADE: 4 Nursing **DATE:** February 2003

JOB SUMMARY:

Provides basic therapeutic, restorative, and preventive care to residents who have common, well-defined health problems. Collaborates with interdisciplinary health care team members including the resident and the responsible party by contributing to resident assessments and resident care plans. Interacts productively with physicians, families, residents, other department personnel, consultants, ancillary service providers, and community agencies. Provides direction, supervision and evaluation of unlicensed personnel assigned to work with him/her in accordance with the policies and procedures of the facility. Performs duties effectively with minimum supervision. Practices within the legal definition of the California Licensed Vocational Nurse Practice Act. Is accountable for own practice and for the nursing care delegated to unlicensed health care providers. Is knowledgeable of and compliant with the federal and state regulations applicable to practice setting.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (Other duties may be assigned):

Demonstrates effective verbal and written communication skills. Contributes to resident assessments and care plans.

Attends and participates in staff meeting, in-services, and other programs to increase knowledge and skill.

Admits, transfers, and discharges residents in coordination with other disciplines. Utilizes information at hand to complete process of admission, transfer or discharge.

Coordinates nursing services with facility and community resources.

Receives, documents, and implements physician orders.

Orders and administers medications, performs treatments, schedules tests and other diagnostic work as ordered by physicians.

Assures that residents receive the prescribed diets. Reports resident weight variations and implements nutritional interventions as appropriate.

Provides and demands cost effective resident care.

Communicates verbally and in writing all accidents, incidents, unusual occurrences and changes in condition to the appropriate nurse manager, resident's physician and responsible party in a timely manner following established policies and procedures.

Contributes to provision of an attractive, clean, orderly and safe environment.

Documents weekly assessments focusing on care plan goal achievements following facility schedule and also documents significant occurrences in a timely manner.

Demonstrates ability to initiate emergency/disaster plans and procedures.

Demonstrates working knowledge of universal precautions and other infection control procedures. Documents all pressure sores, skin tears, and infections in Infection Control Surveillance Book. Supervises staff compliance. Reports breaks in technique to Director of Staff Development.

Demonstrates ability to assist residents in achieving and maintaining highest level of independence. Supervises staff and encourages resident independence and autonomy.

Displays interest and ability in developing supervisory skills.

Works as a member of a team.

Gets along with co-workers.

Contributes to a positive, health and safe environment.

Accepts change in a positive manner.

Functions under intense time pressure.

Performs any other relevant duties as assigned.

EQUIPMENT USED:

Equipment provided by facility and necessary for resident care.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION and/or EXPERIENCE: Current licensure by the California Board of Vocational Nurse and Psychiatric Examiners. One year experience as Licensed Vocational Nurse as staff nurse in acute care setting desirable. Two years in long term care with prior charge nurse experience preferred.

LANGUAGE SKILLS: Must be able to read, write, speak, and understand English.

MATHEMATICAL SKILLS: Basic mathematical skill required.

REASONING ABILITY:

Must be able to understand and follow established policies and procedures of the facility.
Must be able to recognize emergency situations and respond appropriately.

Plans, organizes and prioritizes work assignments efficiently.

Able to function effectively without close supervision.

OTHER SKILLS and ABILITIES:

Current CPR certification

Developed physical assessments skills

Current IV therapy certification Preferred.

Demonstrates effective problem solving techniques.

Possesses excellent interpersonal skills.

Ability to think quickly and act appropriately in emergency situations.

PHYSICAL DEMANDS:

Moderate: standing, walking, talking, listening, grasping, reaching, balancing, stooping, kneeling, crouching, smelling, pushing, pulling.

Must be able to lift 50 pounds on a regular basis. Very heavy lifting may be required in an emergency situation.

Must be able to assist in lifting and positioning residents weighing in excess of 100 lbs.

Must be able to wear protective gloves to guard against exposure to body fluids and cleaning agents.

Must be able to distinguish body, fluid, and food temperatures.

WORK ENVIRONMENT:

Moderate temperature with limited fluctuations. Exposed to moisture in showers and in other procedures. Potential for exposure to body fluids and cleaning agents. Possible contact with needles and other sharp objects.

NUMBER OF PEOPLE SUPERVISED (under regular control): Varies with shift.