

STODDARD BAPTIST GLOBAL CARE, INC.

Facility: WASHINGTON CENTER FOR AGING SERVICES

JOB DESCRIPTION

(STAFF NURSE - LPN)

JOB TITLE: STAFF NURSE - LPN
DEPARTMENT: NURSING
CLASSIFICATION: NON-EXEMPT
REPORT TO: DIRECTOR OF NURSING

I. BASIC FUNCTIONS

Twenty four hour accountability/responsibility for the Nursing Care and Management of the skilled unit. Act as a leader and manager to ensure the delivery of quality resident care.

II. CHARACTERISTIC RESPONSIBILITIES

- Interpret the philosophy of nursing, objectives, standards of nursing practice, policies and procedures and job descriptions for all levels of nursing personnel.
- Coordinate Nursing Services with other disciplines.
- Conduct clinical rounds on the units to assess resident and unit activities.
- Assess, plan, implement and evaluate clinical needs of the residents and initiate appropriate interventions, Participate in resident care activities to instruct staff members and enhance resident care and staff performance.
- Inform family members/significant others of change in residents' conditions.
- Notify the physician of changes in residents' conditions and initiate orders prescribed.
- Receive telephone orders from the physician, document on the physician order form and transcribe to appropriate forms i.e. MAR/TAR, pharmacy and dietary.
- Identify learning needs of staff and make recommendations to Staff Development for educational programs. Participate in educational and training process of nursing staff.
- Collaborate with Staff Development to plan and conduct in-service programs on the shift.
- Provide guidance and counseling to promote personal and professional growth.
- Evaluate personnel performance and collaborate with Head Nurse/Charge Nurse to complete the annual performance appraisal.
- Initiate disciplinary actions, document and inform the Assistant Director of Nursing and/or Director of Nursing Services.
- Conduct staff meeting and submit documentation of meeting minutes.
- Collaborate with Director of Nursing in planning for the members and levels of Nursing personnel required to maintain defined standards of resident care.
- Participate in special projects:
- Quality Assurance activities and research projects.

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- Submit reports as requested.
- Performs any duties usually performed by a RN if necessary, which may not be listed in this job description. Participate in professional meetings; keep abreast of developments in gerontology.
- Performs other duties and assume responsibilities as requested by the Director of Nursing Services

III. WORKING CONDITIONS/PHYSICAL EXERTION

- Works in clean, well-lighted, heated and ventilated office and units.
- May be exposed to communicable diseases in the course of work.
- Possibility of strains moving residents or injury from an irrational resident.

IV. DUTY HOURS

- Minimum of 40 hours per week, or whatever is required performance.
- Classified as non-exempt and is eligible for overtime pay.

V. MINIMUM ENTRY QUALIFICATION/EDUCATION

- Graduate of accredited school of nursing. Bachelor's required. Masters preferred.
- Registered professional nurse with a current District of Columbia license.
- Demonstrated clinical and management skills with a minimum of 3 years combined clinical and management experience and a Bachelor s degree or a combination of education and management experience acceptable to the Director of Nursing Services.
- Good interpersonal skills and leadership ability.

VI. SUPERVISION RECEIVED

- Supervised by the Director of Nursing Services. .

VII. SUPERVISION EXERCISED

- Supervise Nursing Service Personnel

VIII. PERSONAL INTERACTIONS

- Interact with department heads, outside agencies, families, staff, resident and vendors. Must be cordial, professional, and present an attitude that is responsive to concerns.

I, _____, have read the above job description and fully understand the conditions set forth therein. I will perform the duties of STAFF NURSE - LPN to the best of my knowledge and ability. I have received a copy of this job description.

Date: _____

Signature: _____