

Position Title: Licensed Practical Nurse

FLSA Status: Non-exempt

Reports to: LPN Supervisor and Director of Nursing

Department: Vernon Manor



I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This position works under the supervision of a Registered Nurse in performing technical nursing procedures in a long-term care facility.

II. Essential Duties and Responsibilities

- Performs approved nursing treatment such as temperature, pulse, respiration, blood pressure, enemas, soaks, eye and ear drops, dressing changes and other treatments depending upon qualifications and training.
- Under supervision of a registered nurse, gives direct patient care, directs nursing assistants or other nursing service personnel and provides unit orientation training when required.
- Assists other staff in the care of residents and, in particular, assists the professional nurse in the more complex nursing situations.
- Administers and charts oral, subcutaneous and intramuscular medications.
- Participates in the management of all levels of disturbed patients, including the application or restraining devices and movement of these patients to seclusion facilities, as needed.
- Assists with assessment of patient needs and development of nursing care plans.
- Assists patients with all areas of personal hygiene.
- Observes, records, and charts symptoms, behavior, reactions and changes.
- Relates therapeutically with patients and visitors.
- Takes an active role in group meetings, staffing and team meetings.
- Escorts individuals or groups to physical and occupational therapy, recreational therapy, church, canteen, hospital and any other scheduled activities.
- Maintains safe, clean and therapeutic environment free of hazards.
- Maintains good interdisciplinary and public relations.
- Assumes personal responsibility for active participation in staff development programs.

1

Vernon County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

III. Related Job Functions

- Responsible for working safely and following safety practices and standards of the facility; responsible for reporting and/or correcting any existing or potential safety or accident hazard.
- Establishes and maintains effective working relationship with co-workers and others.
- Attends staff meetings and training sessions.
- Performs related work as required or directed.
- Maintains residents' rights and confidentiality or resident information; reports all suspected cases of oral or physical abuse to the supervisor or Resident Rights Committee.
- Responsible for working safely and following safety practices and standards of the facility; responsible for reporting or correcting any existing or potential safety or accident hazard.
- May drive County vehicles in transportation of residents to program events and for related purposes; responsible for maintaining good driving record and to advise Administration if it is not maintained.
- Attends meetings and in-services.
- May act as Charge Nurse in specifically assigned areas.
- Performs related work as required or directed.

IV. Physical Demands

- Up to 75% of time is spent standing and talking. Walking, hearing, and using near vision are used about 50% of the time. About 25% of time is spent sitting, bending/twisting, reaching (over beds), feeling (checking and bathing patients), and low amounts or handling (insulin caps and IV tubing) and low fingering for taking pulse. Activities done about 10% of time include stooping, crouching, low to very high lifting - up to 80 lbs. to transfer patients, and pushing patients in wheelchairs. Uses nursing related tools such as blood pressure devices and thermometers.
- Tasks may involve exposure to blood/body fluids.

V. Education and Training Requirements

- Graduation from an accredited school for LPN's with Wisconsin Certificate for Licensed Practical Nurses and an approved medication certification course before completing employee probationary period. Previous psychiatric nursing experience preferred. Those persons driving must have and maintain a valid
- Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.