

POSITION DESCRIPTION

POSITION NUMBER:402.1

POSITION TITLE: Staff Nurse I/Licensed Practical Nurse (LPN)

INCUMBENT:

POSITION SUMMARY: Provides clients with nursing services in accordance with their needs. Participates, as appropriate, in the development, review, and update of individual program plans (IPPs); assists in the review of clients' health status; refers to a physician to address client health problems as necessary; renders other nursing care as prescribed by a physician or as identified by client needs, within scope of practice; and implements, with other direct care staff, appropriate protective and preventive health measures.

SUPERVISOR: Director of Nursing

SUPERVISES: Not Applicable

DUTIES AND RESPONSIBILITIES:

1. Provide routine nursing care.
2. Administer medications as prescribed by a physician by: ensuring correct dosage is given and accurately charted and maintaining an accurate count to ensure security.
3. Schedule and transport clients, as required, to physician and other appointments.
4. Participate, as appropriate, in the development of the nursing aspects of IPP for assigned clients by providing information on physical and mental health as observed through nursing assessments. Implement nursing aspects of the IPP.
5. Train clients and staff as needed in appropriate health and hygiene methods.
6. Conduct nursing assessments by taking vital signs and observing behavior.
7. Maintain accurate medical records by documenting nursing care provided.
8. Provide minor emergency medical treatment as necessary.
9. Document medical concerns.
10. Notify physician and/or Director of Nursing of medical concerns.
11. Assist in the control of communicable disease and infections, including the instruction of other personnel in methods of infection control.
12. Assist in the training of direct care staff in detecting signs and symptoms of illness or dysfunction, first aid for accidents or illness, and basic skills required to meet the health needs of clients.
13. Perform caseload duties as assigned.

POSITION DESCRIPTION

STAFF NURSE I/LPN

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14. Ensure that the nursing plan of care for active treatment is carried out.
15. Ensure that client's rights are observed at all times.
16. Comply with and enforce facility safety procedures.
17. Comply with and enforce all facility administrative policies.
18. In accordance with the "team" philosophy of this facility, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this position description.

QUALIFICATIONS AND REQUIREMENTS:

1. Graduation from an approved school of practical nursing and one year of experience as an LPN in an acute care, long-term care, or MH/MR facility.
2. General knowledge in the theory and practice of practical nursing as applied to the mentally retarded. Working knowledge of basic medical nursing procedures. A basic understanding of the development and implementation of treatment plans for the care of mentally retarded clients is desirable.
3. Skill in writing sufficient to prepare and maintain accurate medical records.
4. Ability to establish and maintain good working relationships with staff and clients. Ability to follow supervisor's and physicians' directions.
5. Skill in communicating with persons from diverse backgrounds.
6. Current license to practice as a practical nurse (LPN) in the State of Nevada.
7. Current CPR/First Aid Certification. (May be acquired on-the-job.)
8. Physically able to perform required duties; ability to lift and carry 70 lbs., and ability to successfully pass lifting screening and training.
9. Must complete direct care Basic concepts Training Program within 90 days of employment; and must complete orientation and all other required training satisfactorily in order to continue employment.
10. Experience in working with the mentally retarded/developmentally disabled preferred.
11. Must have valid driver's license and driving record acceptable to EVCH insurance carrier.

GRADE: 21

INCUMBENT

DATE