

Arbutus Park Manor

Job Title: Licensed Practical Nurse/General Duty Nurse

Basic Qualifications

Education / Training: A high school diploma or equivalent; graduate of an approved school of nursing; current Pennsylvania license to practice as a Licensed Practical Nurse.

Skill(s): Proficient reading, writing, grammar, mathematics, and computer skills; proficient interpersonal relations and communicative skills; thorough knowledge of current long-term care nursing practices in accordance with the Pennsylvania Department of Health long-term care licensure regulations; knowledge of drug interactions, side effects, and incompatibilities; satisfactory completion of pre-employment physical (post-offer); ability to stand, bend, kneel, stoop, climb, push, and pull items weighing 50 lbs. or less; visual and auditory skills.

Experience: None required.

General Responsibilities

Responsible for assisting in coordinating total resident care and all other activities related to the nursing function; implementing specific procedures and programs; insuring unit compliance with all operating policies and procedures and various regulatory requirements; coordinating work within the department; reporting pertinent information to the immediate supervisor; responding to inquiries or requests for information.

Essential Duties

1. Assists in coordinating total resident care and all other activities related to the nursing function as illustrated by the following:
 - a. Assists the Nurse Manager or Charge Nurse in implementing resident care during emergencies, when physician orders are received, on new admissions, on residents receiving restorative care, or residents experiencing a change in status.
 - b. Performs various duties relating to total patient care including a.m. care, p.m. care, tub bathing, bed making, treatments, dressings, resident unit straightening, etc.; observes all residents for comfort status and cleanliness
 - c. Observes residents for change in status; reports any observed changes to the Nurse Manager
 - d. Reports all observations on area and resident cleanliness, resident treatment, charting, infection control, safety management, staff interaction, and staff problems/issues.

- e. Ensures adherence to universal precautions, infection control, and safety precautions for staff and residents.
 - f. Assists the Charge Nurse in resident evaluation and data gathering.
 - g. Orients new staff to nursing unit.
 - h. Assists in care of supplies and equipment utilized by nursing service.
 - i. Cares for and meets the needs of residents who require extensive care.
 - j. Reports any change in resident status.
 - k. Answers residents' call bells.
2. Implements specific procedures and programs as follows:
- a. Insures an atmosphere which allows for the privacy, dignity, and well-being of all residents in a safe, secure environment.
 - b. Follows universal precautions.
 - c. Attends and actively participates in management meetings and implements and communicates resulting procedural changes; directives, etc.; conducts in-service training programs for nurses.
 - d. Maintains awareness of individual responsibilities under the established Fire Safety/Disaster plan.
 - e. Insures the confidentiality of all resident-and/or employee-related information.
 - f. Reports to RN Nurse Manager or Charge Nurse any residents with a problem requiring RN assessment.
 - g. Insures compliance with established quality assurance program.
3. Abides by the current laws and organizational policies and procedures designed and implemented to promote an environment which is free of sexual harassment and other forms of illegal discriminatory behavior in the work place.
4. Cooperates with, participates in, and supports the adherence to all internal policies, procedures, and practices in support of risk management and overall safety and soundness.
5. Coordinates specific tasks with other personnel within the department and in other departments in order to insure the smooth and accurate flow of information.

6. Reports pertinent information to the immediate supervisor.
7. Responds to inquiries relating to his/her particular area; responds to requests from personnel, etc., within the given time frames and within the established policies.
8. Maintains a professional attitude and is supportive of the facility goals and objectives.

Ancillary Duties

1. Attends all mandatory in-service training programs and required meetings; conducts in-service training programs as necessary; keeps up to date on current information relating to the nursing field.
2. Performs tasks which are supportive in nature to the essential functions of the job, but which may be altered or re-designed depending upon individual circumstances.

Equipment/ Machines

1. Telephone
2. PC/Computer keyboard
3. Printer/Scanner
4. Fax machine
5. Photocopier
6. All equipment and supplies used by CNA's.