WOOD COUNTY, OHIO
POSITION DESCRIPTION

POSITION: Licensed Practical Nurse (LPN)  PAY GRADE: 7
DEPARTMENT: Wood Haven Health Care  STATUS: Classified, FLSA Non-Exempt

PURPOSE OF POSITION

The purpose of this position is to provide direct nursing care to geriatric residents in a nursing home facility and to administer medications and treatments as prescribed by physicians.

ESSENTIAL FUNCTIONS

In addition to consistent and reliable attendance, the following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Refer to the Comprehensive Position Questionnaire (CPQ) for this position for percentages of time.

Provides direct nursing care to residents including but not limited to administering medications, changing dressings, caring for wounds; applying restorative orthotics, irrigating ears, inserting and irrigating Foley catheters, irrigating J-tubes, administering tracheotomy and colostomy care and enemas, and inserting rectal suppositories.

Assesses resident condition and changes in condition; assesses skin condition of residents; obtains urine specimens and cultures; monitors blood sugar levels and calibrates glucometer machines; obtains blood pressure, temperatures, pulse and respiration vitals; checks urine with chemstrips; schedules x-rays and blood work.

Supervises nursing assistants; provides instruction and guidance; reviews work and maintains standards; provides problem resolution on employee concerns.

Responds to emergency situations; supervises and assists with evacuation procedures.

Receives and verifies medications from pharmacy.

Maintains, prepares, completes, transcribes, and reviews a variety of medical documentation, forms, orders, and assessments including but not limited to resident charts, behavior monitoring forms, Minimum Data Sets, vital signs, doctors orders, treatment sheets, medication administration records, accucheck sheets, and monthly summaries.

Confers with residents’ families and physical, occupational, and speech therapists; provides emotional support to residents and families.

Admits new residents and discharges residents.

Responds to Secure Care Monitor Alarms.

Assists residents in everyday activities; feeds residents; transports residents around facility; lights cigarettes, etc.

Cleans excreted body fluids.

Assists residents visiting dental hygienist.

Assists nurses aides with patient care; orients new staff.

Reorder and restock medications and medical supplies; cleans medical equipment.

Attends required in-services.
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ADDITIONAL FUNCTIONS

Answers phones and performs custodial tasks as needed.

MINIMUM QUALIFICATIONS

Vocational degree in Licensed Practical Nursing supplemented by one year experience in the field or any equivalent combination of education, and experience that provides the requisite knowledge, skills, and abilities for this job. Requires Licensed Practical Nurse License and certification in Pharmacology.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction: Requires the ability to persuade, convince, influence, train, and monitor in favor of a desired outcome. Requires the ability to act as a lead person.

Verbal Aptitude: Requires the ability to utilize a variety of advisory data and information such as medical records and reports, treatment requests, doctor’s orders, procedures, guidelines, and non-routine correspondence.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; calculate percentages and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems such as leading and coordinating. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery, and tools such as medical equipment, measuring tools, and/or materials used in performing essential functions.

Physical Ability: Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling objects and materials of moderate weight.

Sensory Requirements: Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, tastes, odors, and textures associated with job-related objects, materials, and tasks.

Environmental Factors: Essential functions risk exposure to strong odors, smoke, dust, toxic/poisonous agents, wetness, disease, and pathogens.

Wood 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.