

**GENESIS HEALTHCARE<sup>SM</sup>**  
**JOB DESCRIPTION: CENTERS**

**POSITION TITLE:** LPN/LVN (job code NLN1)

**OCCUPATIONAL EXPOSURE:** Category I

**DEPARTMENT:** Nursing

**REPORTS TO:** RN Nursing Supervisor/Unit Manager/Director of Nursing

**GRADE:** 15

**FLSA:** Nonexempt

**POSITION SUMMARY:** Under the direction of a Registered Nurse (RN), the Licensed Practical Nurse delivers efficient and effective nursing care while achieving positive clinical outcomes and patient/family satisfaction. He/she operates within the scope of practice defined by the State Nurse Practice Act. The LPN/LVN contributes to nursing assessments and care planning, provides direct patient care, and supervises patient care provided by unlicensed staff.

**RESPONSIBILITIES/ACCOUNTABILITIES:**

**1. Patient Evaluation:**

- 1.1. Collects, reports and documents objective and subjective data;
- 1.2. Observes conditions and reports changes in condition to RN;

**2. Care Planning:**

- 2.1. Contributes to establishing individualized patient goals;
- 2.2. Assists in developing interventions to achieve goals;
- 2.3. Implements the plan of care;
- 2.4. Evaluates effectiveness of interventions to achieve patient goals and minimize re-hospitalizations;
- 2.5. Participates in review and revision of plan of care;

**3. Provision of Direct Patient Care:**

- 3.1. Administers medications and performs treatments per physician orders;
- 3.2. Communicates pertinent data to RN and/or physician;
- 3.3. Documents accurately and thoroughly;
- 3.4. Consults and seeks guidance from the RN as necessary;

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- 3.5. At the direction of the RN, participates in Utilization Management or Interdisciplinary Care Management Meeting to facilitate appropriate discharge planning:
  - 3.5.1. Communicates team's recommendations for discharge to the attending physician, patient and family;
  - 3.5.2. Prepares patient/family for discharge including patient and family education;
- 4. **Monitors patient care provided by unlicensed staff:**
  - 4.1. Assigns duties as specified by State Nurse Practice Act, Genesis policy, and staff training;
  - 4.2. Communicates patient information with unlicensed staff during and between shifts;
  - 4.3. Monitors, evaluates and follows-up on assigned responsibilities of unlicensed staff;
  - 4.4. Ensures that assigned tasks are performed in accordance with policies and procedures;
- 5. Uses Point Click Care (PCC) according to the Business Processes;
- 6. Performs drug count when beginning and ending shift and whenever necessary;
- 7. Assists physician in rounds and examination of patients, as needed;
- 8. Participates in shift-to-shift communication between incoming and outgoing nursing staff;
- 9. Collaborates and coordinates with other departments to provide timely effective care consistent with individual's needs, choices and preferences;
- 10. Contributes to an environment that is respectful, team-oriented, and responsive to the concerns of staff, patients and families;
- 11. Enhances nursing practice by attending all mandated in-service programs;
- 12. Assists with the orientation of newly hired nursing staff;
- 13. Promotes a culture of safety to ensure a healthy practice and living environment;
- 14. Maintains confidentiality and protects sensitive Protected Health Information (PHI) at all times;
- 15. Stays and works beyond scheduled shift if needed to meet state staffing requirements and/or needs of patients;
- 16. Performs other duties as requested.

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**SPECIFIC EDUCATIONAL/VOCATIONAL REQUIREMENTS:**

1. Graduate of an approved school for practical or vocational nursing is required.
2. Must be currently licensed by the State Board of Nursing.
3. Experience is preferred in rehabilitative or geriatric nursing.
4. This position requires that the employee is able to read, write, speak and understand the spoken English language to ensure the safety and wellbeing of our patients and visitors at the work site when responding to their medical and physical needs.
5. Must provide verification of TST (tuberculin skin test) as required by state law and in accordance with Company policy. TSTs will be administered at the work site if required.

**ESSENTIAL JOB FUNCTIONS:**

**(1) Physical Demands:**

*(Answer yes or no)*

|                     |           |
|---------------------|-----------|
| Reaching (overhead) | yes _____ |
| Handling            | yes _____ |
| Fingering           | yes _____ |
| Feeling             | yes _____ |
| Talking or Hearing  | yes _____ |
| Seeing              | yes _____ |

*(Answer: 0-33% - Rarely/ 34-66% - Occasionally/67-100% - Frequently)*

|          |              |
|----------|--------------|
| Standing | 34-66% _____ |
| Walking  | 34-66% _____ |
| Sitting  | 0-33% _____  |

*The following weight specifications apply to centers with a Safe Resident Handling Program in place. (Specify Amount of Weight in Pounds: Sedentary [10 lbs]; Light [ 20 lbs]; Medium [30-50 lbs]; Heavy [100 lbs]; Very Heavy [>100 lbs])*

|          |          |
|----------|----------|
| Pulling  | 40 _____ |
| Lifting  | 40 _____ |
| Carrying | 40 _____ |
| Pushing  | 40 _____ |

*(Answer yes or no)*

|                   |           |
|-------------------|-----------|
| Climbing (stairs) | yes _____ |
| Balancing         | yes _____ |

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|           |            |
|-----------|------------|
| Stooping  | <u>yes</u> |
| Kneeling  | <u>yes</u> |
| Crouching | <u>yes</u> |
| Crawling  | <u>yes</u> |
| Twisting  | <u>yes</u> |

|   |         |            |
|---|---------|------------|
| <b>(2) Location of Job Activities:</b> <i>(Answer in %)</i> | Outside | <u>10%</u> |
|   | Inside  | <u>90%</u> |

**(3) Environmental Conditions:**

*(Answer yes or no)*

|   |            |
|---|------------|
| Extreme heat with or without temperature changes  | <u>no</u>  |
| Extreme cold with or without temperature change s | <u>no</u>  |
| Wet or humid                                      | <u>no</u>  |
| Noise and/or vibrations                           | <u>yes</u> |
| Hazards (chemical, mechanical, radiant energy)    | <u>no</u>  |
| Explosives, burns, electrical, other              | <u>no</u>  |
| Atmospheric conditions -                          |            |
| Fumes, poor ventilation, mists, dust, odors, gas  | <u>yes</u> |
| Unprotected heights                               | <u>no</u>  |
| Moving machinery                                  | <u>no</u>  |
| Operating automotive equipment                    | <u>yes</u> |
| Operating foot controls                           | <u>no</u>  |
| Uneven ground                                     | <u>no</u>  |
| Protective clothing (list)                        | <u>yes</u> |
| (gowns, masks, gloves in accordance with policy)  |            |

**(4) Work Situations:**

*(Answer yes or no)*

|                                    |            |
|------------------------------------|------------|
| Measurable or verifiable criteria  | <u>yes</u> |
| Dealing with people                | <u>yes</u> |
| Repetitive and continuous          | <u>no</u>  |
| Performing under stress            | <u>yes</u> |
| Set limits, tolerance or standards | <u>yes</u> |
| Problem solving                    | <u>yes</u> |
| Comparing                          | <u>yes</u> |
| Taking instructions                | <u>yes</u> |

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**JOB SKILLS:**

1. Comprehensive knowledge of nursing principles required, including the ability to recognize and identify symptoms and manage emergency situations.
2. Knowledge of medications, their proper dosage, and expected results.
3. Ability to coordinate, delegate and supervise unlicensed nursing functions.
4. Ability to create a patient-centered environment.
5. Basic knowledge of computer use.

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If you are under 18 years of age, there may be some essential functions of the job which you are restricted from performing due to regulatory requirements. Please advise your supervisor if you are under 18.

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

I certify that I am able to perform the essential functions of this position with or without reasonable accommodation.

**Employee Signature:** \_\_\_\_\_

**Date:** \_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_