

**WEST PARK LONG TERM CARE CENTER
JOB DESCRIPTION**

JOB TITLE: Charge Nurse-Registered Nurse/Licensed Practical Nurse
LPN

JOB GRADE: 20 –
& 24 Exception

REPORTS TO: LTCC Director of Nursing

JOB SUMMARY: Renders professional nursing care to residents within the LTCC in support of medical care and the interdisciplinary team and within the policies of the institution.

The staff member must be able to demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served on his or her assigned unit. The individual must demonstrate knowledge of the aging process, possess the ability to assess the patient's age-specific needs, and provide the care needed as described in the LTCC's policies and procedures.

AGES SPECIFIC TO LTCC:

Young Adult-	18 years through 34 years
Middle Adult-	35 years through 50 years
Mature Adult-	51 years through 69 years
Geriatric Adult-	70 years +

This is the regular population served by the LTCC, however it is possible that persons younger than 18 could be admitted into residency.

CULTURE/RELIGIOUS ASPECTS: Employee will care for patients of all cultural and religious backgrounds.

ETHICS AND COMPLIANCE: Employee performs within the prescribed limits of the hospitals/departments Ethics and Compliance Program. Is responsible to detect, observe and report compliance variances to their immediate supervisor, or upward through the chain of command, the Compliance Office or hospital hotline.

ESSENTIAL FUNCTIONS:

1. Performs and documents resident assessments on admission and on a continuing basis.
2. Monitors and documents changes in health status through continuing assessment of the resident.
3. Develops and updates the nursing care plan. Meets with an interdisciplinary team quarterly to review the plan of care on primary residents.
4. Implements the plan of care, using appropriate nursing actions.
5. Transcribes and carries out physician's orders, as appropriate.
6. Administers and documents medications as ordered and observes and documents resident reactions. Completes drug and behavior monitoring as per program guidelines.
7. Assists physicians as necessary.

8. Provides therapeutic treatments.

Charge Nurse, Registered Nurse/Licensed Practical Nurse - LTCC

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9. Observes, records and reports to supervisor or physician resident's conditions and reactions to drugs, treatments and significant incidents.
10. Encourages resident to participate in prescribed therapies, dietary regimen and activity program, as appropriate.
11. Directs and supervises non-licensed staff in resident care, including disciplinary action when necessary.
12. Works closely with nursing assistants. Observes skill levels and teaches concepts of nursing care on an informal basis. Assures the C.N.A. has appropriate information to provide care to residents.
13. Knows and is able to carry out approved emergency procedures.
14. Maintains the confidentiality of all resident data.
15. Follows and enforces back safety precaution for lifting and moving patients and other items.

SECONDARY FUNCTIONS:

1. Implements rehabilitative nursing techniques and teaches appropriate residents rehabilitative techniques in order to maximize independence and functional abilities.
2. Offers emotional support to residents and families, e.g., during institutional adjustment, the grief process, coping with chronic illness and working with the cognitively impaired resident and his/her family.
3. Organizes work day according to accepted routines and prioritizes activities.
4. Participates in unit inservice programs by attending scheduled inservices, suggesting inservice topics, teaching other staff on a informal and formal basis, as required, and by attending approved outside inservice programs and sharing information received with staff.
5. Participates in unit meetings, programs, staff meetings and community outreach programs.
6. Maintains a safe and comfortable environment for residents, staff and visitors.
7. Makes a record of absences, tardiness and relief coverage and provides additional staffing for coverage of units as required.
8. May be required to perform other related duties for which the individual is qualified.

- See attached addendum for IV Certified LPN's.

EDUCATION: Must be a graduate of an accredited school of nursing with current Wyoming licensure as either a Registered Professional Nurse or a Licensed Practical Nurse. Seeks out and attends educational offerings to maintain necessary clinical skills.

EXPERIENCE: Prior experience with geriatric patients helpful. Experience in psychiatric and/or rehabilitation nursing also useful. CPR certification required as per AHA guidelines at the health care provider level.

SKILLS: Interest in and understanding of the special needs of the older adult. Has well-developed written and verbal communication skills in order to interpret written instructions, communicate and document effectively. Has well-developed motor coordination and manual dexterity in order to perform psychomotor nursing skills. Able to apply nursing process in problem solving. Able to prioritize appropriately and make sound nursing judgments. Has supervisory skills for immediate supervision of nursing assistants. Maintains confidentiality. SEE ATTACHED ADDENDUM FOR IV CERTIFIED LPN's.

WORKING CONDITIONS: Works in clean, well-lighted, heated and air conditioned area. Exposure to unpleasant sights, smells, infectious diseases, and combative patients very possible. Actual hours worked will be dependent on needs and current staffing patterns. Holiday and weekend coverage is divided among nursing staff. Shift rotation to all three shifts may be required although efforts will be made to accommodate needs and preferences.

PHYSICAL DEMANDS: Physical strength, endurance and motor coordination is necessary for long periods of walking, standing, performing psychomotor nursing skills and assisting with lifting, transferring and repositioning residents. Must have good vision, hearing, speech and language abilities in order to perform and communicate nursing activities.

My job requires that I lift:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A. Up to 10 lbs.			X	
B. 11 - 24 lbs.			X	
C. 25 - 34 lbs.			X	
D. 35 - 50 lbs.		X		
E. 51 - 74 lbs.		X		
F. 75 - 100 lbs.		X		
G. Above 100 lbs. STATE WEIGHT		X		
H. STANDING			X	
I. WALKING			X	
J. SITTING			X	

Any lifting of 35# or more requires the use of an assistive device and/or physical assistance.

EXPOSURE CATEGORY 1

1. Tasks that involve exposure to blood, body fluids or tissues. This includes all procedures or job related tasks that involve inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or potential spills or splashes of them.
2. Tasks that do not involve exposure to blood, body fluids or tissue, but exposure may be required as a condition of employment. Appropriate protective measures are readily available to these employees when needed.
3. Tasks that involve NO exposure to blood, body fluids or tissue and Category I tasks are not a condition of employment.

AGREED TO:

Applicant/Employee Signature

Date

Department Head

Human Resources Office

**WYOMING STATE BOARD OF NURSING
ADVISORY OPINION ON INTRAVENOUS THERAPY
BY LICENSED PRACTICAL NURSES**

Intravenous therapy encompasses basic and complex skill proficiency and a high degree of knowledge, critical judgment, and decision making in order to perform the function competently and safely.

Each agency or institution adopts policies and procedures which may or may not include intravenous therapy as a function of the Licensed Practical Nurse. If the health care facility does include this policy, then the Licensed Practical Nurse should receive additional educational training, since this function is not included in the basic curriculum of practical nursing educational programs.

A course which provides training in intravenous therapy for Licensed Practical Nurses should not be part of the basic program, but should be a post-graduate course accepted by the Wyoming State Board of Nursing, and offered and administered by a licensed health care facility or nursing education program in an institution of higher education.

The following is an advisory opinion by the Board regarding intravenous therapy by Licensed Practical Nurses:

- A. Due to the basic knowledge and skills acquired in a state board approved practical nursing program, a licensed practical nurse may perform the following procedures under the direction of a registered nurse, physician, or dentist:
 - 1. Observe and monitor intravenous fluid treatment;
 - 2. Calculate and maintain flow rate of intravenous infusions;
 - 3. Discontinue intravenous infusions; and
 - 4. Report and document observations and procedures performed relating to intravenous fluid treatment.

- B. In addition to the above identified functions, Licensed Practical Nurses who have satisfactorily completed the Basic Course of Intravenous Therapy for Licensed Practical Nurses may perform the following functions and duties relating to the administration of intravenous therapy under the direction of a registered professional nurse, physician or dentist:
 - 1. Perform venipuncture to initiate the administration of intravenous fluids in peripheral veins;
 - 2. Change or add parenteral solution(s) to existing intravenous lines;
 - 3. Change intravenous tubings and dressings;
 - 4. Add to existing intravenous line premixed medications, i.e., intravenous piggybacks; and
 - 5. Maintain the patency of Heparin locks.

- C. The Licensed Practical Nurse shall not:
 - 1. Administer any intravenous medication which has been restricted by institutional policy;
 - 2. Administer cancer chemotherapy, oxytocic drugs, nitroprusside, levophed and anesthetic agents;
 - 3. Administer pediatric intravenous therapy (age 12 and under);
 - 4. Administer blood and blood components;
 - 5. Administer hyperalimentation (TPN);
 - 6. Administer experimental drugs;
 - 7. Perform procedures that include central lines, e.g. femoral, subclavian or jugular veins; peripheral veins in which a central line is inserted; or arterial sites/lines or cutdowns;
 - 8. Flush or aspirate an intravenous line, arterial line, needle or catheter;
 - 9. Mix or label intravenous medications; and
 - 10. Administer medications via intravenous route:
 - a. Inject medication into a auxiliary fluid chamber, e.g. volutrol, buretrol; and
 - b. Inject medications via direct intravenous route e.g. bolus, push.

The Wyoming State Board of Nursing has developed a course entitled, "Basic Intravenous Therapy of Licensed Practical Nurses." You may receive information regarding this course by contacting the Wyoming State Board of Nursing Office.

The undersigned Licensed Practical Nurse has read the above Advisory Opinion, completed the required IV certification course, and agrees to abide by all requirements as stated herein.

Date

Employee

Date

Director of Nursing