



JOB DESCRIPTION

JOB TITLE: **LICENSED PRACTICAL NURSE (LPN)**

REPORTS TO: RN Supervisor

PURPOSE OF THE POSITION: to provide health care and support to individuals with developmental disabilities and other disabilities, and to support their interests and choices so that they may lead fulfilling lives.

ESSENTIAL FUNCTIONS: The following functions have been determined by the Company to be essential to the successful performance of this position.

1. COMPLETE TRAINING

- A. Complete initial training requirements within 60 days of hire for employees working 30 hours or more per week in SLS homes and within 60 days of hire for employees in ICF homes and employees in SLS homes working less than 20 hours per week. Initial training includes the following topics: Vulnerable Adults (within 72 hours of first shadow shift), working shadow shifts (prior to working your first paid shift), OSHA and Blood Borne Pathogens (prior to working your first paid shift), Company Policy, Procedures and Philosophy, resident information, CPR, First Aid, Medication Administration, and any additional training required at time of hire such as Back Care, Dental Hygiene, Nutrition, Safe Van Driving, Sign Language and/or other communication equipment and methods. Submit documentation of your training to the training mailbox in the ACR office as soon as possible after your training is complete.
- B. Participate in a performance appraisal of your work when you have completed 60 days after hire and annually thereafter.
- C. Update training in a timely fashion. The following training must be updated annually: CPR, First Aid, OSHA, Vulnerable Adults and any additional training as requested or required at your work site. Submit documentation of your training to the training mailbox in the ACR office as soon as possible after your training is complete.
- D. Complete annual ongoing training. The number of training hours required is equal to the average number of hours worked per week. Training must meet the approval of the Director of Nursing. Submit documentation of ongoing training to the training mailbox in the ACR office as soon as possible after your training is complete.
- E. Assist as requested in training new employees.

2. SUPPORT RESIDENT CHOICES AND INTERESTS

- A. Ensure the health and safety of residents.
- B. Talk to and interact with residents respectfully; be knowledgeable of and sensitive to resident verbal and non-verbal communication.
- C. Facilitate residents' pursuit of individual interests in the home.

- D. Respect the house, furnishings and clothes as residents' property.
- E. Be attentive to and respect residents' desires and cues for personal space and privacy.

3. SERVE AS A ROLE MODEL FOR RESIDENTS

Serve as an appropriate role model for residents in your social interactions, peer interaction, identification and expression of feelings and concerns, coping skills, anger management, conflict resolution, attitude, self-control, self-discipline, tone of voice, language and usage, table manners and eating, use of leisure time, telephone skills, street safety, stranger safety, seat belt use, bike helmet use, personal hygiene and choice of clothing, appropriate attire for weather conditions, and in other areas as needed.

4. FACILITATE RESIDENT MEDICAL CARE

- A. Keep current on resident Health Progress (HP) notes and make entries as necessary.
- B. Oversee resident medical issues and alert supervisors and/or house nurse to medical issues and/or changes in resident health. Also speak with day program staff and guardian as necessary.
- C. Check the vital signs of each resident; the frequency of this check will be determined by the needs of each resident as assessed by the resident's team and the Director of Nursing. During this assessment you should review Health Progress notes and follow up on any issues discussed therein. You should check vital signs including blood pressure, temperature, pulse and respiration.
- D. Train staff in procedures such as replacing G-tubes, administering nebulizer treatments, and other medical procedures as needed.
- E. Assist as needed or requested with the initial and ongoing training of staff in medication administration and other pertinent medical issues.
- F. Talk to medical personnel by phone regarding resident health issues.
- G. Accompany residents to medical appointments and to the Emergency Room as needed and as requested. Facilitate communication of information between resident and medical staff. Assist resident participation in medical exams.
- H. When residents are hospitalized, work collaboratively with medical staff and serve as an advocate for the resident by informing hospital staff of resident medical history, preferences, fears and communication style; model respect for the resident and appropriate interaction style. Communicate guardian/conservator's written directions and preferences to hospital staff.
- I. Administer topical, oral (by mouth or through G-tube), nasal, rectal and vaginal medication and any other treatment prescribed by medical personnel; train staff in proper administration.
- J. Administer injections, blood glucose tests, oxygen, catheters, wound care and other treatments that must be done by a nurse. Assist other RN's within the company in administering such treatments as requested by the Director of Nursing.
- K. When a new medication is ordered, verify the correct dosage and assign times it is to be given and call in the new order to a pharmacy if requested to do so.
- L. When medications are ordered by telephone, send Telephone Order Forms to the attending physician for signature and ensure that they are returned and filed in a timely manner.
- M. Keep thorough and legible professional documentation of medical issues.

5. FACILITATE RESIDENTS' PERSONAL CHOICES THROUGH PROGRAM OBJECTIVES

- A. Make entries in communication logs as appropriate.
- B. Be thorough, complete, professional and legible in your documentation.
- C. As a mandated reporter, inform appropriate professionals of Vulnerable Adult issues.

6. CARRY OUT HOME SAFETY PROCEDURES

- A. Know how to use emergency phone numbers, fire extinguishers, fire alarms, and emergency beeper system, and use them when needed.
- B. Use safety net and side rails for residents who need them whenever they are in bed or on the changing table.
- C. Know procedures for calling an ambulance and using a hospital Emergency Room, and execute procedures when needed.
- D. Provide crisis intervention and assistance when necessary.
- E. Carry out CPR, First Aid, poison control and G-tube replacement as needed.

7. MAINTAIN CONFIDENTIALITY AND PROFESSIONALISM

Maintain confidentiality and professionalism regarding all Company information--both within the home, between ACR homes and outside the company--regarding resident, staff and company issues. This also means refraining from discussing resident personal issues in front of residents.

8. MAINTAIN A PROFESSIONAL APPEARANCE

Maintain a professional appearance while on duty or on premises, including the use of professional language and postures as well as clean and neat clothing, hairstyles, and jewelry which are appropriate for scheduled activities. This is particularly important when meeting with medical staff, other professionals, parents and at residents' social events in order to maximize your effectiveness as an advocate and role model for residents.

9. ADHERE TO SCHEDULING POLICIES

You must be punctual and ready to start your shift at designated times and you must continue working until you are replaced by another staff person. You must find your own replacements for scheduled shifts in accordance with house scheduling policies when you need time off due to illness, vacation or for other reasons. When seeking replacements you must ensure that the RN will be on site for the duration of your regular shift or that other acceptable nursing coverage is arranged. You must notify your supervisor of scheduling changes.

10. ADHERE TO COMPANY POLICIES

Adhere to all company policies as stated in the current ACR Employee Handbook and the Policy Book located in each house.

11. DEMONSTRATE CREATIVITY

Demonstrate creativity in problem resolution and in proposing new ideas for resident care.

12. DRIVE A COMPANY AND/OR PERSONAL VEHICLE

Transport residents and perform job-related duties and errands in a company van or your personal vehicle as requested and/or when necessary.

13. SEEK AND FOLLOW THE ADVICE AND DIRECTIONS OF SUPERVISORS

You must seek the advice of the RN, Program Directors or Residential Supervisors when you have questions concerning your performance of the functions of your job. You must follow directions and assignments given by a superior concerning performance of functions of this position.

14. ACCEPT OTHER DUTIES AS ASSIGNED BY A SUPERIOR.

MINIMUM REQUIREMENTS AND QUALIFICATIONS:

1. You must have a current LPN license for the State of Minnesota.

2. You must possess the following character traits:
 - A. Independence: you must be self-sufficient and resourceful enough to carry out the functions of the position. The position requires you to be adept at decision-making, problem solving and taking initiative with minimal direction from supervisors. You must be able to recognize what needs to be done and to prioritize work with minimal direction from supervisors.
 - B. Positive Tone and Morale: You must be able to contribute a positive tone and morale to the workplace in order to perform the functions of the position. You must have a positive and professional attitude toward the residents, toward your coworkers, toward your work and toward the Company. You must be able work with coworkers as a team player, and you must be willing to help out when problems and emergencies arise.
 - C. Empathy: you must be comfortable with yourself and be well-accepted by others and must understand the feelings of others. This character trait is critical in working effectively with individuals with disabilities.
 - D. Responsibility: You must be responsible in carrying out the functions of the position. You must be reliable in quality of work, task completion and follow up. You must be responsible for timely completion of required training. You must be responsible for being punctual. You must be responsible for adhering to house scheduling policies.
 - E. Socialization: You must be able to comfortably accept and conform to rules and regulations of the company and the position. The position requires that you adhere to company policies, safety and conduct rules and other procedures and regulations. You must be able to cooperate, work and communicate with coworkers, supervisors and office staff. Your socialization skills must also be sufficient to guide and motivate residents to become appropriately involved in the mainstream of community living and to perform all other functions of the position.
 - F. Self-control: Employees must be able to exercise and model self-control and self-discipline in their interactions with both residents and coworkers sufficient to perform the functions of the job. The work environment can be emotionally challenging due to resident behavior issues, crises, and the every-day needs of the residents. You must be able to control emotions and temper.
 - G. Judgment: you must possess judgment and decision-making skills sufficient to perform the functions of the job, in both day to day and crisis situations.
 - H. Stress tolerance: you must be able to function effectively under stressful conditions. This position is often stressful due to crises, emergency situations, resident behavior issues, regulatory requirements and inspections. You must be able to maintain self-composure and work effectively and professionally under these conditions.
3. You must possess the following physical abilities:
 - A. Seeing: sufficient vision to perform the functions of the job. Normal or corrected-to-normal vision is sufficient.
 - B. Hearing: sufficient hearing to perform the functions of the job.
 - C. Speaking: sufficient verbal skills to communicate effectively at an understandable level with a wide range of individuals and agencies, both in person and on the telephone.
 - D. Interaction: You must have the ability to effectively interact, both verbally and non-verbally, with residents, other staff, parents, and on behalf of residents in the community.
 - E. Writing: You must have writing skills sufficient to perform the functions of the job.
 - F. Math skills: must have basic math and money skills sufficient to calculate correct medication dosages and to maintain required documentation.

4. You must have a valid driver's license.
5. You must have no record of DUI/DWI and no more than 2 moving violations and no more than one accident due to a violation in the last 36 months.
6. You must be able to perform awkward, heavy lifting of at least 70 pounds and you must be able to wear a back belt when required.
7. You must have reliable transportation to the work site.
8. You must present a professional appearance while on duty or on premises, including the use of professional language and postures as well as clean and neat clothing, hairstyles, and jewelry which are appropriate for scheduled activities. This is particularly important when meeting with medical staff, other professionals, parents and at residents' social events in order to maximize your effectiveness as an advocate and role model for residents.
9. You must refrain from using scented personal products in households where there are chemically sensitive individuals.
10. You must refrain from smoking while on duty or on premises.
11. You must limit non-work related telephone use to emergency or safety issues only.
12. You must have the ability to learn Company structure, acronyms and medical terminology.
13. You must have the ability to use household appliances including but not limited to cordless and cellular phones, fax machine, washer/dryer, dishwasher, stove, microwave, vacuum cleaner, smoke detectors, fire alarm and fire extinguisher.
14. You must have the ability to organize, prioritize and complete multiple functions.
15. You must be able to adhere to Company policies as stated in the current employee handbook and the house policy book.

PLACES WHERE WORK IS PERFORMED: in the residents' home and in community settings determined by resident needs. If resident health requires hospitalization your shifts may be performed at a hospital.

PREPARATION OF JOB DESCRIPTION: This job description was prepared from observing the work in process and from information provided by the Director of Nursing. It was prepared by Kristin Pitchford, Policy Specialist with ACR Homes, Inc..

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