



Sisters of Charity of Nazareth
Job Description

Job Title: Western Province LPN

Exempt (Y/N): No

Department: Western Province

Reports to: Western Province Nurse Manager

Date: 2018

Wage Range: N-7

Summary/Objective: Under the direction of the Western Province Nurse Manager, the Licensed Practical Nurse is responsible for the following duties:

Essential Functions:

- Serve SCNs, dependent on current health status of the Sister, in a manner conducive to their safety and well-being.
- Give quality nursing care while creating and maintaining an atmosphere of warmth and personal interest.
- Observe, record and report to the WP Nurse Manager, symptoms, reaction and changes including: general, physical and mental condition of SCN's and signs and symptoms which may be indicative of untoward changes in SCN condition.
- Accurately record SCN's medical condition/medical office visit summary in the electronic and/or written Nurses notes.
- Provide nursing care under the supervision of a Registered Nurse and according to the plan of care derived from physician's orders and Registered Nurse assessment.
- Nursing includes physical assessment/vital signs, injections, review of chief complaint, obtaining medical history, review of medication, safety checks, emotional support and patient and family education.
- Adhere to strict aseptic technique when performing treatments requiring its use/follows Universal Precautions.
- Provide SCN community with the knowledge and assistance to learn appropriate self-care techniques.
- Facilitate, attend and document consultative medical appointments.
- Provide and assist with weekly open nursing clinic.
- Provide confidentiality of Protected Health Information.
- Understand human relationships between and among SCNs and community personnel, patients and families, families and personnel; recognizes and understands cultural backgrounds and spiritual needs, respects the religious beliefs of individual SCN and SCN community.
- Abide by administrative policies regarding nursing coverage and responsibilities, scheduling availability and provides support to the WP Nurse Manager as deemed appropriate.

- When necessary, works on additional projects within scope of knowledge, as requested by WP Nurse Manager.
- Participate in regular performance evaluations with the WP Nurse Manager.
- Maintain a continuing knowledge of competencies related to the nursing profession by participation in in-service and educational programs, conferences, workshops and professional organization.
- Follow other written protocol including emergency procedures.
- Other duties may be assigned.

Qualification Requirements: To perform this job, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies:

- Ethical Conduct
- Confidentiality
- Compassion
- Communication
- Thoroughness
- Time Management
- Flexible

Supervisory Responsibility: This position has no supervisory responsibilities.

Education/Experience/License: Must possess a current, active and unrestricted license as a Licensed Practical Nurse in the state of Kentucky and 2-3years of hospital medical surgical experience preferred. Additional experience working with a geriatric population is preferred. Must be willing to work a flexible schedule and work beyond scheduled shift in an emergent situation. CPR certification is required. Must complete annual education requirements necessary to maintain license. Failure to renew License before certificate expiration could result in termination of employment.

Physical Demands: The physical demands described here are represent those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel objects, tools, or controls and talk and hear. The employee frequently is required to stand, reach with hands and arms, and climb or balance. The employee is occasionally required to sit; stoop, kneel, crouch; taste or smell. The employee must frequently lift and/or move up to 25 - 50 pounds. Lifting more than 25 – 50 pounds would be indicated only in the event of a fall by a SCN. The LPN would then be required to help lift the SCN. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

Work Environment: This job operates in a home health type setting.

Position Type/Expected Hours of Work: This is a Part-Time position (20 hours per week) and the hours may vary. Weekends and holidays are required of this position.

Travel: Travel is primarily local during the business day.

- In addition to the above requirements, it is also your obligation as an employee to understand and uphold the mission, charism, values and language of the Sisters of Charity of Nazareth.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____