



Sisters of Charity of Nazareth  
Job Description

**Job Title:** LPN

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Exempt (Y/N): No  
Department: Nazareth Health Services  
Reports to: Nurse Manager  
Date: 2018  
Wage Range: N-5

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**Summary/Objective:** Under the direction of a Nurse Manager, the Licensed Practical Nurse is responsible and accountable for the delivery of professional care to the SCN residents of the Nazareth Campus.

**Essential Functions:**

- Serve SCNs in a manner conducive to their safety and well-being.
- Adhere to instructions issued by the Nurse Manager.
- Perform routine administration of medications in accordance with established policies/procedures, in conformance with recognized standards.
- Provide routine patient care services within limits defined by training.
- Administer medications as ordered by physician.
- Give quality nursing care while creating and maintaining an atmosphere of warmth and personal interest.
- Promote and work with other staff to create a friendly working environment.
- Display accuracy and promptness in carrying out orders.
- Treat patient information and records with confidentiality.
- Observe, recognize and report significant patient symptoms to the Nurse Manager.
- Respond to SCN emergencies and changes in SCNs condition.
- Follow established protocols for universal precautions.
- Direct and coordinate care with all nursing staff.
- Maintain accurate and complete documentation for nursing care according to the standards established by the department.
- Arrange for consultative appointments.
- Assist in maintaining the orderliness and adequacy of medical supplies and medication.
- Other duties may be assigned.

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.

**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
- Critical Thinker
- Communication
- Attention to Detail
- Honest and Dependable
- Flexible

**Supervisory Responsibility:** This position has no supervisory responsibilities.

**Education/Experience:** Must possess a current, active license as a Licensed Practical Nurse in the state of Kentucky and one year of related experience preferred. Professional experience with geriatric population preferred. Must complete annual education requirements necessary to maintain license. Must be willing to work on all shifts as needs change and may be requested to work beyond the normal shift in case of emergency.

**Licenses/Certificates:** Current, active license as a Licensed Practical Nurse in Kentucky and CPR certification is required. Failure to renew License before certificate expiration could result in termination of employment.

**Physical Demands:** The physical demands described here 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; push, pull, bend; talk or 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.

**Work Environment:** This job operates in a non-skilled environment. The noise level is usually quiet.

**Position Type/Expected Hours of Work:** Hours and days will vary. Must be willing to work on all shifts if needed and may be requested to work beyond normal shift in case of emergency. Weekends and holidays are required.

**Travel:** Travel is not required.

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 \_\_\_\_\_