ST. MARY’S HOME

LICENSED PRACTICAL NURSE (LPN) JOB DESCRIPTION

1. JOB SUMMARY:

Provides specialized primary nursing care for children and young adult residents of The Home. Incumbents will be required to work a variety of shifts, working with critically fragile children and young adults with special medical and physical needs, and supervise DSPs working with them in support of a person centered model of care.

1. RESPONSIBILITIES:
2. Conduct daily physical assessments of assigned residents.
3. Administer medications, treatments and tube feedings as prescribed by the physician
4. Administer care to tracheostomy-dependent and ventilator-dependent residents after completing required training.
5. Receive, transcribe and implement physician’s orders
6. Intervene appropriately in the event of emergencies with residents or staff
7. Document activities related to nursing and medical care in a timely manner and consistent with established formats
8. Safeguard Patients’ Rights
9. Assist in developing and updating the program plans of specific children as a member of interdisciplinary teams
10. Be knowledgeable about, and participate in the provision of Active Treatment Programs for residents
11. Assist with the maintenance of a safe and sanitary environment in compliance with OSHA Regulations
12. Participate in staff meetings and staff development programs as directed
13. Act as communicator between family and staff
14. Accompany residents to the hospital, as necessary
15. Transport residents to the hospital, as necessary
16. Direct and supervise the delivery of nursing in absence of the R.N.
17. Act as Charge Nurse, as assigned.
18. Assist Direct Support Professional’s (DSP’s) as needed
19. Actively supervise and direct the activities of the DSP’s on an ongoing basis
	1. Make job and break time assignments in the absence of a DSP team leader
	2. Ensure their compliance with St. Mary’s personnel policies and procedures as they relate to workplace behavior and appearance
	3. Appropriately correct and/or redirect DSP behavior and activities when such behavior is inconsistent with job assignments or DSP performance standards
	4. Participate in the annual performance evaluation of DSP’s working under your direction
	5. Report insubordinate DSP behavior or any other flagrant disregard of DSP job assignments, duties or established resident care procedures, especially instances of negligence and abuse, to the Chief Nursing Officer or the Charge Nurse.
20. **CONDUCT:**

(In addition to the specifics listed below, incumbent must demonstrate respect and courtesy towards the individuals served here, family members, guests, vendors, and co-workers at all times, and acting as a “good will ambassador of St. Mary’s,” positively greet others and offer assistance as needed.)

1. Complies with attendance and punctuality policies
2. Works well with others
3. Uses time appropriately
4. Attire is appropriate for job
5. Is respectful and courteous to other staff
6. Is respectful and courteous to visitors
7. Follows instructions with a positive attitude
8. Complies with all policies and procedures
9. QUALIFICATIONS:
10. Must be a graduate of an accredited school of practical nursing
11. Must have a current Practical Nurse license issued by the Commonwealth of Virginia or proof of application for such
12. Must have a minimum of one year experience preferably in pediatrics; medical/surgical experience will be acceptable
13. Knowledge, skill and experience in specialized nursing techniques, including the care of tracheostomy-dependent and ventilator-dependent residents, preferred.
14. References that reflect a good attitude, dependability, good judgment, and the ability to function independently
15. Must have the ability to make frequent nursing judgments and/or decisions.
16. CPR and Basic First Aid required.
17. **PHYSICAL REQUIREMENTS:**
	1. Must be able to sit, stand and walk for variable lengths of time.
	2. Must be able to lift up to thirty five (35) pounds independently, and with or without required equipment (dependent upon the weight of the child), must be able to use proper equipment and procedures to safely lift residents to reposition them, place them in chairs, etc.
	3. Must wear approved attire for this position (refer to dress code policy).
	4. Must wear company-issued ID badge at all times.

Posted: 5/22/2015

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| Supervisor**REVISIONS TO THIS JOB DESCRIPTION** |
| DATE | SECTION | Description of revision: |
| **2/13/20104** | **3. Responsibilites** | **Info re: trachs, ventilators** |
| **2/13/2014** | **2. Resonsibilities** | **Added tube feeding requirement** |
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