



## Position Description

|                        |                                       |                    |                                 |
|------------------------|---------------------------------------|--------------------|---------------------------------|
| <b>POSITION TITLE:</b> | <b>Jordan River Staff Nurse (LPN)</b> | <b>DEPARTMENT:</b> | <b>Healthcare</b>               |
| <b>FLSA:</b>           | Non-exempt                            | <b>SUPERVISOR:</b> | <b>Director of Nursing/ADON</b> |
| <b>SUPERVISES:</b>     | CNAs                                  | <b>Revised:</b>    | October 2021                    |

### POSITION SUMMARY

- Provides prescribed medical treatment and personal care services to ill, injured, convalescent, and disabled persons in the retirement and nursing community performing the following duties:

### ESSENTIAL DUTIES AND RESPONSIBILITIES

**The following duties are normal for this position. This list is not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

- Ensures resident rights, resident safety and resident security is the top priority.
- Provides services in accordance with state assisted living standards and nurse practice act.
- Participates in pre-admissions assessments for potential residents.
- Participates in all in-service programs to expand and develop abilities.
- Maintains compliance to all personnel policies, established community policies and procedures, and Federal/State regulations and standards.
- Understands and implements the Fire Safety and Disaster Preparedness Plan and evacuation procedures of the community during drills and emergencies.
- Performs admission and periodic assessments on residents for functional and mental abilities.
- Develops service plans for residents based on needs assessments.
- Reviews/revises assessments and service plans at change in resident condition and at frequency determined by state.
- Obtains and documents residents' vital signs and weight and intervenes appropriately.
- Assists residents in scheduling medical, dental and laboratory appointments.
- Assists physician with resident examination as needed.
- Reviews and transcribes physician's orders.
- Administers and documents medications in accordance to the five rights: right medication, right route, right resident, right time, and right dose.
- Provides medical treatments as ordered by physician.
- Supervises and monitors medications for residents who self-administer.
- Observes residents and reports condition changes to physicians, health care proxies, and supervisors.

- Supervises residents in self care of medical equipment, such as oxygen, catheters, colostomies, etc.
- Prepares or examines food trays for prescribed diets and assists residents with meals.
- Assists residents with activities of daily living, bathing, dressing and grooming.
- Responds to resident and family inquiries and calls for assistance.
- Maintains supplies to include ordering, stocking and monitoring for expiration.
- Documents services performed and supplies provided for billing purposes.
- Participates in risk management procedures for entire community.
- Maintains a safe, clean, orderly, homelike environment for residents.
- Participates in level of care committee and resident transfers between levels of care.
- Responds to emergency calls from Independent Living per community policy.
- Interacts with residents, guests and staff in an atmosphere of hospitality.
- Maintains confidentiality of residents' private health information.
- Other duties as assigned by Supervisor.

### **SUPERVISORY RESPONSIBILITIES**

- Mentors nursing assistants (CNAs)

### **QUALIFICATIONS**

**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

#### **Educational Requirements and Experience:**

Licensed to practice nursing in the state of Idaho.  
Graduate from an accredited School of Nursing  
Current CPR certification

#### **Knowledge, Skills and Abilities:**

- Language Ability:
  - Ability to communicate effectively in writing and speaking the primary language of the residents.
  - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
  - Ability to write routine reports and correspondence.
- Mathematical Skills:
  - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Cognitive Demands:
  - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Computer Skills:
  - Ability to respond to computerized logs and notification of location of resident calls.
- Competencies
  - Ability to operate general office equipment, such as facsimile, telephones, pagers.

**ENVIRONMENTAL ADAPTABILITY**

- Works primarily indoors in a climate controlled setting
- Possible exposure to unpleasant odors
- Possible exposure to chemicals as identified in the MSDS Manual
- Exposure to residents who are ill, confused, irritable and irrational.

**PHYSICAL REQUIREMENTS**

The physical demands described below are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

How much on-the-job time is spent in the following physical activities?  
Show the amount of time by checking the appropriate boxes below.

|                                      | <u>Amount of Time</u> |                  |     |          |
|--------------------------------------|-----------------------|------------------|-----|----------|
|                                      | None                  | Under 1/3 to 1/3 | 2/3 | Over 2/3 |
| Stand                                |                       |                  |     | x        |
| Walk                                 |                       |                  | x   |          |
| Sit                                  |                       | x                |     |          |
| Use hands to finger, handle, or feel |                       |                  |     | x        |
| Reach with hands and arms            |                       |                  | x   |          |
| Climb or balance                     |                       | x                |     |          |
| Stoop or kneel, crouch, or crawl     |                       |                  | x   |          |
| Talk or hear                         |                       |                  |     | x        |
| Taste or smell                       |                       |                  | x   |          |

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

|                      | <u>Amount of Time</u> |                  |     |          |
|----------------------|-----------------------|------------------|-----|----------|
|                      | None                  | Under 1/3 to 1/3 | 2/3 | Over 2/3 |
| Up to 10 pounds      |                       |                  |     | x        |
| Up to 25 pounds      |                       |                  | X   |          |
| Up to 50 pounds      |                       | x                |     |          |
| Up to 100 pounds     |                       | x                |     |          |
| More than 100 pounds | x                     |                  |     |          |

Does this job have any special vision requirements? Check all that apply.

- \_x\_ Close vision (clear vision at 20 inches or less)
- \_x\_ Distance vision (clear vision at 20 feet or more)
- \_x\_ Color vision (ability to identify and distinguish colors)

- \_x\_ Peripheral vision (ability to observe an area that can be seen up and down to the left and right while eyes are fixed on a given point)
- \_x\_ Depth perception (three-dimensional vision, ability to judge distance and spatial relationships)
- \_x\_ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- \_\_\_ No special vision requirements.