

**Arkansas Department of Human Services
Functional Job Description**

Division/Office Division of Behavioral Health Services **County** Saline County
Position Number _____ **Class Code** L069C **Grade** C113
OPM Job Title LPN/LPTN
Functional Title LPN/LPTN
Activity _____ **Section** _____ **Unit** _____ **Element** _____
Agency Number 0710 **Cost Center** _____ **Internal Order Number** _____
(4 digits) **(6 digits)** **(9 digits)** IO710

Minimum Qualifications (from OPM Job Specification):

Licensure by the Arkansas State Nursing Board as a Licensed Practical Nurse in accordance with ACA 17-87-304. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

Job Summary

The LPN/LPTN works under the immediate supervision of the LPTN/LPN Supervisor and/or the RN Unit Supervisor. The LPN/LPTN is responsible for providing direct and indirect nursing care to residents in a Long Term Care facility. This position is governed by state and federal laws and agency/institution policy.

Job Duties & Responsibilities

JOB RELATIONSHIPS

Responsible to: Registered Nurse
LPTN/LPN Supervisor
LPTN/LPN III

HOURS: As assigned, requires flexibility

PURPOSE OF JOB: Delivers direct and indirect nursing care for residents in the facility; Observes and records patient behavior; participates in patient activities and unit operation under direction of the Registered Nurse/designee. Assists with new employee orientation.

FUNCTION: (Duty Area I) DELIVERS DIRECT AND INDIRECT PATIENT CARE

Essential Duties:

1. Administers medications per facility policies and procedures
2. Demonstrates competency in administering treatments as ordered by the physician and according to policy and procedures
3. Consistently conducts observation rounds on assigned residents
4. Correctly performs technical nursing procedures (enemas, dressing changes, catheterization, specimen collections, ostomy/colostomy care, etc.) as per department standards.
5. Demonstrates competency in establishing an IV administration site.
6. Demonstrates competency in writing and processing physician orders per policy
7. Demonstrates competency in ordering and receiving of medications through the pharmacy provider.
8. Promptly reports medication incidents to the charge nurse. Completes appropriate documentation

9. Demonstrates competency in counting of controlled substances per policy and procedures.
10. Demonstrates respect for the dignity and confidentiality of residents by compliance with resident's rights, HIPAA regulations and facility policy and procedures
11. Demonstrates competency in assessing residents upon admission, discharge, change of conditions, incident and accidents, transfers, death, etc.
12. Insures resident activity of daily living needs (personal hygiene, feeding, dressing, positioning, bathing, toileting, transferring, etc) are completed as assigned and assisting in these duties when necessary. Demonstrates competency in completing C.N.A. assignment schedules. Works as a C.N.A. as required.
13. Communicates complete and accurate information regarding resident status to the RN on duty and physician
14. Completes QA duties as assigned such as glucometer checks, recording of refrigerator temperature, conducting chart audits, etc. .
15. Assumes responsibility for completing all assigned unit tasks in a thorough, timely manner.

FUNCTION: (Duty Area II) DOCUMENTATION

Essential Duties:

1. Completes Nursing Summary as scheduled
2. Completes incident and accident reports, 1910s, behavior reports, per facility policy and procedures
3. Demonstrates competency in utilization of Hot Rack Charting for documentation of changes in condition
4. Consistently documents administration of medications, PRN medications, and treatments.
5. Accurately records fluid and food intake, output, vital signs, Accu-Checks etc as assigned
6. Accurately, clearly, and concisely records all pertinent information on the Resident's Chart; completing all documentation requirements in a timely manner according to facility policy and procedures.
7. Correctly transcribes physician orders
8. Correctly completes personal time sheets, leave slips, comp earning slips and in a timely manner.

FUNCTION: (Duty Area III) PROFESSIONAL REPRESENTATION

Essential Duties:

1. Functions as a Role Model to peers by demonstrating a consistent attendance pattern, reporting to work on time, maintaining a positive, cooperative attitude and accountability for all aspects of job description.
2. Intervenes in crisis situations using appropriate interventions and department/hospital policies.
3. Demonstrates effective communication skills in ensuring accurate and appropriate transmission of pertinent information to the charge nurse and among unit personnel between shifts.
4. Demonstrates responsibility and accountability for professional conduct while on duty; maintains appropriate professional boundaries when relating to residents, families and peers.
5. Demonstrates compliance with all legal, professional, regulatory and accrediting standards in the delivery of resident care.
6. Demonstrates knowledge and skill of facility's policies and procedures.

7. Demonstrates ability to address personnel with problems, clinical or administration difficulties/conflicts in a direct, professional manner; follows appropriate department lines of authority to achieve resolution.
8. Participates on committees as assigned
9. Demonstrates the ability to promote collaboration and integration of nursing work across shifts, departments and disciplines.
10. Serves as preceptor for C.NA's

FUNCTION: (Duty Area IV) ENSURES SAFE AND THERAPEUTIC ENVIRONMENT

Essential Duties:

1. Complies with all security rules on the unit.
2. Conducts routine observation rounds to identify problems or concerns such as environmental issues, housekeeping concerns, infection control issues, and safety concerns. Reports accidents and unsafe practices and conditions immediately.
3. Demonstrates ability to deal with difficult residents.
4. Demonstrates knowledge of infection control and safety standards. Instructs C.N.A.s. on infection control measures and safety standards. Reports concerns to supervisor
5. Participates in and correctly documents fire and disaster drills.
6. Follows all policies and procedures for residents on special precautions i.e., one to one observation, isolation precautions, seizure risks, elopment risks, etc.
7. Monitors utilization of restraints to promote resident safety
8. Monitors body and door alarms to insure working condition Conducts rounds to monitor safety and location of residents.

FUNCTION: (Duty Area V) ASSURES EDUCATION OF SELF and PARTICIPATES in EDUCATION of OTHERS

Essential Duties:

1. Provides resident education based on the individual learning needs of each resident.
2. Assesses own learning needs & implements plan to meet these needs with the assistance of resource personnel as appropriate
3. Participates in the orientation of new personnel as required / assigned
4. Attends all mandatory inservice training

Knowledge, Abilities & Skills (KAS):

1. Knowledge of comprehensive nursing care procedures and practices
2. Knowledge of DHS, facility and unit operations and procedures
3. Knowledge of Office of Long Term Care Regulations
4. Knowledge of infection control measures necessary in a long term care facility
5. Ability to observe and assess resident's condition and communicate changes in condition to supervisor/physician
6. Ability to document pertinent information utilizing the appropriate forms.
7. Skilled in performing technical nursing procedures within scope of practice.

Special Requirement (Preferred Skills/License/Experience/Travel, Shift Work, etc.)

PREFERRED QUALIFICATIONS

1. Current certification in CPR
2. Demonstrated professional knowledge and skills in Long Term Care as evidenced by education/employment history.
3. Maintains current state licensure by Arkansas State Board of Nursing as a Licensed Practical Nurse or Licensed Psychiatric Technician Nurse
4. Demonstrates good interpersonal relation's skills

Supervisor's Signature & Date

Employee's Signature & Date

This is a Functional Job Description, in no way is it intended to take the place of the OPM Job Specification.

1. **Division/Office** – indicate the Division or Office with DHS
2. **County** – indicate the county the position is assigned.
3. **Position Number ***
4. **Class Code ***
5. **Grade ***
6. **OPM Job Title ***
7. **Functional Title** – working job title
8. **Act., Sec., Unit, Element ***
9. **MQs (from State Job Specification)** – OPM established & approved MQs as stated on the OPM job specification for a particular class code.
10. **Job Summary** – short paragraph of overall job duties.
11. **Job Duties & Responsibilities** – specific functions performed.
12. **KAS** – should be determined using the OPM Job Specification as a foundation and adding new KASs that are applicable to the job and deleting those which are not applicable to the job. The order of the KASs may be mixed according to the weights of the position specific tasks to which they relate, i.e. questions relating to abilities and skills may be asked before questions relating to knowledge. The job assessment worksheet, DHS-1154, will be used to record the KASs and must be used in the order submitted on the functional job description.
13. **Special Requirements** – list any preferred skills/license/experiences for this job.
14. **Rating Supervisor and Employee Signatures** – signed and submitted to Central Personnel Office within 30 days hire date. Original retained in the PPES file.

* Can be found in OPM position Control Listing. OPM Class Code Book or information can be obtained from the Division/Office Central Personnel Representative.