

# Hospital Sisters of St. Francis

## Position Description

Title: Licensed Practical Nurse  
Reports to: Manager of Loretto Home  
Department: Community Health Services  
Originally Written: 12-1-81      Last Revised: 7-14-86      Last Reviewed: 2-5-21

Approved by: \_\_\_\_\_  
Administrator

### Position Summary:

Implements and coordinates nursing care under the direction of an R.N. in accordance with physician's orders, and the philosophies and policies of the Hospital Sisters of St. Francis.

### Responsibilities: (Percent of Time)

1. Safety/Body Mechanics (At all times)
  - a. Practices good, safe work habits and follows all safety mandates, expectations, and regulations.
  - b. Follows the recommended infection control standards.
  - c. Uses proper body mechanics when lifting, bending, and performing job routines.
  - d. Reports all unsafe conditions and injuries to immediate supervisor.
  - e. Cleans up emergency spills or debris to prevent injury or accidents.
  - f. Unplugs all electrical equipment when not in use.
  - g. Avoids blocking corridors, fire doors, or any other traffic lanes with equipment or supplies.
  - h. Attends safety in-services as scheduled.
  - i. Uses gait belts, hoist lifts, slide bars, or other assistive devices to prevent back injuries for staff and pulling injuries to residents.
  - j. Utilizes good judgment when dealing with confused and physically dependent residents considering both personnel and resident safety by requesting assistance as necessary, and the use of safety devices as needed.
  - k. Aware of the residents' orientation and anticipates problems and analyzes situations to prevent accidents or injuries.
  
2. Performs Direct Nursing Care (45%)
  - a. Completes direct work assignments and reports significant observations.
  - b. Maintains established departmental policies and procedures, objectives, environmental, and infection control standards.
  - c. Assists other members of the nursing team and other disciplines.
  - d. Arranges for residents' ordered diagnostic and therapeutic services.

- e. Provides consistent quality care for residents in a setting that is as home-like as possible, through coordination with all staff on all shifts.
- f. Assists the nursing team to provide a stimulating environment which promotes resident understanding and security while maximizing capabilities.
- g. Continually prioritizes changing work demands as dictated by resident needs.
- h. Functions as a team leader under the direction of an R.N.
- i. Provides guidance and assistance to all team members to assist in caring for the total needs of the resident.
- j. Provides direction and assists staff to organize recreational activities on the unit to meet the physical, social and emotional needs of the residents.
- k. Assists the team members in keeping the residents' room clean and orderly (includes drawers and closets).
- l. Assists the team members in meeting the hygienic needs (bathing, hair care, oral and denture care) of all residents.
- m. Provides assistance to insure that the residents' personal clothing is clean, pressed and appropriate for the day.
- n. May drive Hospital Sisters of St. Francis vehicles on occasion.
- o. Practices the "Nursing Standards of Care" and assists team members in meeting these guidelines.
- p. Completes a monthly summary on assigned residents.

3. Administers Medications and Treatments (30%)

- a. Properly administers and controls narcotics and medications according to the Motherhouse policies.
- b. Demonstrates sensitivity to the residents' comfort and privacy.
- c. Evaluates effectiveness of medications and treatments, and reports to the physician any variances noted.
- d. Personalizes medication routines and treatments to meet the individual needs of the residents.
- e. Performs nursing procedures as outlined in the nursing procedure manual (dressings, tube feedings, respiratory treatments, etc.)
- f. Contacts pharmacy regarding any discrepancies and notifies manager.
- g. Assist with updating the monthly MARS by comparing them with the current month's MAR and the physician orders.
- h. Maintains par levels of over the counter meds for medicine cart.
- i. Reorder medications needed to complete monthly tote cycle.

4. Communication (20%)

- a. Communicates with residents, coworkers, departments, and physicians with respect and in reflection of the core values of the Hospital Sisters of St. Francis.
- b. Maintains documentation in the communication book and daily nurses sheet.

- c. Maintains residents' records and charts to ensure an accurate record of the Sisters' medical treatment.
  - d. Maintains confidentiality concerning Sisters' conditions, diagnosis, and personal information.
  - e. Under the direction of an R.N., contributes to the plan of care in cooperation with the Assistant Manager and fellow staff members based on an assessment of each resident and the physician's orders.
5. Education (5%)
- a. Enhances professional growth and development through participation in educational programs, current literature, in-services, and workshops.
  - b. Responsible for securing CEU's to maintain professional license.
  - c. Uses reference books, drug books, manuals, and other printed matter to research unfamiliar medications and conditions, for the enhancement of knowledge and for the benefit of the residents.
6. Work Ethics and Interpersonal Relationships (At all times)
- a. Understand and applies Core Values.
  - b. Works within scope of authority adhering to rules, regulations and policies.
  - c. Assumes responsibility for own decisions and actions.
  - d. Exemplifies nursing ethics for all staff.

Relationships:

Has daily contact with Sisters, residents of Loretto Home, and employees. Has occasional contact with visitors.

Qualifications:

- 1. Education:
  - a. Graduate of an accredited School or College of Practical Nursing.
  - b. Licensed as a Practical Nurse in the State of Illinois.
- 2. Experience: Six months of rehabilitative or geriatric nursing desirable. On the job training.
- 3. Personal:
  - a. Possesses good communication and human relation skills.
  - b. Ability to organize, plan, and direct work assignments.
  - c. Ability to perform standard nursing procedures and be willing to learn and perform new skills.
  - d. Reports significant information and observations to the physicians, Manager, Assistant Manager, and Local Leaders.
  - e. Exhibits respect for the elderly and religious community.
  - f. Valid Illinois driver's license and good driving record.

Working Conditions:

1. May be exposed to unpleasant odors, areas of high humidity, body secretions, cleaning chemicals, infections, communicable diseases, and disturbed or disoriented residents daily.
2. Possibility of occupational exposure to blood or other potentially infectious material.
3. Possibility of injury due to carelessness, improper use of equipment, or improper body mechanics.
4. May lift up to 50 pounds.
5. Must be capable of pushing items weighing up to 24 lbs. and pulling up to 36 lbs.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.