



FIRLANE

HEALTH & REHABILITATION CENTER

Licensed Practical Nurse (LPN)

Position Summary: Under the supervision of the DON, the licensed nurse performs as a licensed caregiver and assumes responsibility and accountability for assigned residents on an assigned unit. Nursing care is provided through coordination, implementation, and evaluation of the resident's plan of care. The licensed nurse adheres to the standards of care for the area, manages the environment to maintain resident safety, and monitors the resident care activity performance by CNAs. Follows all facility policies and procedures. Performs duties as defined by the Washington State Nurse Practice Act.

Reporting Relationships: Oversees all CNAs on assigned unit.

Essential Functions:

1. Makes daily work assignments.
2. Directs the work of employees.
3. Schedules lunch and rest breaks.
4. Authorizes early departure from work.
5. Authorizes overtime.
6. Reassigns employees from one area to another area as center needs dictate.
7. Prepares written evaluations of assigned employees.
8. Enforces facility policies with authority to issue disciplinary action reports as needed.
9. Authority to suspend employees for rules violations.
10. Initials time records to authorize variances.
11. Receives and handles employee complaints.
12. Participates in training programs and assists in orientation of new staff.
13. Provides the following nursing functions:
 - Makes frequent rounds to monitor resident conditions and to ensure CNAs are performing their work assignments in accordance with acceptable nursing standards.

- Provides direct resident care including medication administration. Makes observations, records, and reports to the appropriate person any symptoms, reactions, and changes in resident condition.
- Review care plans daily to ensure that appropriate care is being given.
- Keeps physician informed of resident conditions. Requests ADON assessment of residents when needed.
- Receives and transcribes physician's orders to resident charts, Medication Administration Record, and Treatment Administration Record, as required.
- Charts nurses notes in an informative and descriptive manner reflecting the care provided and the resident's response to that care.
- Gives/receives nursing report at change of shift.
- Completes all reports and forms as required.
- Participates in Interdisciplinary Plan of Care meetings as requested.
- Follows all controlled drug policies and procedures as required.
- Follows locked medication room and medication cart policies and procedures as required.
- Ensures assigned work areas are maintained in a clean and sanitary manner.
- Assures charges are accounted for on all chargeable items.
- Documents all pertinent data as required by Medicare, Medicaid, and facility standards and policies.
- Collects data for completion of assessments by ADONs.

14. Complies with laws and regulations applicable to position and act in accordance with facility's compliance program.

15. Treats all residents, visitors, and staff with courtesy.

16. Attends and participates in in-service training, performance improvement ("PI") committees, and other meetings as scheduled and directed.

17. Follows facility dress and hygiene policies.

18. Safety:

- Knows and follows center rules
- Demonstrates proper use of equipment. Reports equipment needs or repairs.
- Follows facility's smoking policies.
- Reports and documents any incidents or accidents or residents, staff, or visitors to the appropriate facility personnel.
- Reports all hazardous conditions/equipment to DON.
- Performs duties, which may include transportation of residents, as assigned in Facility Disaster Plan.
- Uses required protective equipment.
- Follows infection control standards, policies, and procedures.

19. Resident Rights:

- Knows resident rights. Helps the residents exercise and/or protect their rights.
- Reports resident concerns to management.
- Maintains confidentiality of resident information.

20. HIPAA:

- Follows and adheres to facility's policies and procedures implementing HIPAA requirements for the privacy and security of protected health information.
- Uses and/or discloses only minimum amount of Protected Health Information necessary to complete assigned tasks.
- Reports all suspected violations of company's HIPAA policies or procedures to Facility Privacy Designee.

Other Duties:

- Performs other duties as directed by center management
- Participates in all-hands dining
- Works overtime, holiday, and weekend hours as scheduled

Minimum Qualifications:

1. Possess a current, unencumbered license to practice as an RN or an LPN in the State of Washington.
2. Prior experience in giving medications to a large group of residents/patients.
3. Able to use necessary supplies and equipment (feeding pumps, oxygen, treatment trays, medication cart, etc.)
4. Able to calculate drug dosage.
5. Meets all health requirements imposed by law.
6. Ability to relate positively, effectively, and appropriately with residents, families, community members, volunteers, and other center staff.
7. Able to read, write, speak, and understand English.
8. Basic computer knowledge and ability to learn new software applications, including Microsoft Office Suite, Point Click Care, Outlook, Internet Explorer.

Environmental and Physical Requirements:

The responsibilities of this position involved significant physical activities including standing, lifting (up to 60 pounds unassisted), bending, stooping, pushing, pulling, and twisting. All employees of skilled nursing facilities may be required to provide lifting and transfer assistance to residents. Lifting and/or transferring some residents will require use of a lifting device and/or assistance of other staff.

Please call with any questions (360) 426-1651 and submit your resume directly to Emily Murer, Executive Director, emurer@flh.cssnf.com