

Licensed Practical Nurse Job Description

Position: Licensed Practical Nurse

Reports to: Team Lead LPN & RN /
Program Coordinator

Job Function: Reporting to the Team Lead LPN & RN Program Coordinator, the Licensed Practical Nurse ("LPN") as part of the rehabilitative team, assumes responsibility for duties directed towards the total development and care of persons with developmental disabilities and/or complex medical needs within a 24-hour wholistic model.

Organizational Competencies

Client Focus

- Builds strong individual relations, delivers individual-centric solutions and identifies opportunities that benefit the individuals in the program.
- Communicates with other health care professionals regarding care plans for individuals
- Communicates and consults with families and guardians on a regular basis, providing solutions and support to address their concerns.
- Performs nursing procedures for individuals as directed, including but not limited to, wound dressing, G-Tube feeding, catheterization, ostomy care, and other procedures within the LPN scope of practice
- Supports individual assessments by following proper procedures.
- Ensures all recommendations for changes to dietary issues and therapeutic feeding techniques are forward to the appropriate specialist.
- Ensures individual programs/activities to are balanced and focused on URSA's wholistic approach. This includes socialization, leisure, recreation, communication, and vocation areas based on individual specific needs.
- Arranges transportation needs for the individuals for community activities along with the RN/Program Coordinator.
- Stays current on all individual health concerns, ensuring proper procedures are followed.
- Assists with individual personal care in the following areas, as necessary: bathing, toileting, catheter care, changing, grooming, feeding, and dressing
- Administers medication and provide personal care in accordance to URSA standards and following individual care plans and physician's directives.
- Administers minor health care to individuals according to established URSA policies and procedures.
- Assumes the role of key worker for individuals.
- Reviews team recommendations for specific equipment/clothing for the protection and health care of the individuals we serve.
- Completes daily temperature checks as per URSA policy
- Promotes staff/individual health and safety by using proper lifting and moving techniques and equipment
- Creates an environment where parents and guardians are trained and coached to address the medical needs and care of their children.
- Observes and reports any concerns or unusual changes in the individual prior to or after assisting with any medication.

Ensures Accountability

- Stays current on all relevant industry best practices and health concerns, ensuring proper procedures are followed by team members and identify when additional consultations need to occur with external health care providers
- Holds self-accountable to meet deadlines, complete proper paperwork, follow URSA standards, and complete assigned tasks.
- Acts with a clear sense of ownership and takes personal responsibility for decisions, actions and failures.
- Accurately documents updates and concerns for individuals as per agency policies and procedures.
- Attends scheduled meetings and look for opportunities to be involved in other agency committees.
- Acts as a positive role model for co-workers, families and individuals.
- Maintains confidentiality and adheres to the agency Ethical Code of Conduct and that of any professional associations.

Situational Adaptability

- Adapts approach and demeanor in real time to match the shifting demands of different situations.
- Picks up on situational cues and adjusts in the moment, recognizing that different situations call for different approaches.
- Supports light housekeeping, meal preparation, and house maintenance as required
- Completes additional tasks as assigned.

Values Differences

- Recognizes the value that different perspectives and cultures bring an organization.
- Contributes to a work climate where differences are valued and supported, and people are encouraged to do their best.
- Develops a positive, professional rapport with all staff, students and volunteers.
- Is inclusive when working on projects and communicating with co-workers and individuals.

Position Competencies

Decision Quality

- Considers situation factors and use appropriate decision-making criteria when necessary.
- Consults with your co-workers and RN/Program Coordinator when making decisions that impact the individuals.
- Displays good judgement by acting with URSA processes and policies.
- Takes the lead on medical decision making when the RN, Team Lead LPN or RN/Program Coordinator is not present.

Collaborates

- Provides support and guidance around medical concerns or task to co-works when needed.
- Helps orientate new URSA team members.
- Gains trust of co-workers and individuals
- Supports and partners with co-workers to complete tasks and support the individuals
- Works cooperatively with co-workers across URSA

Note: A LPN may be required to perform duties and responsibilities included, but not limited to, this job description.

Position Qualifications

An LPN possess a minimum of 1 year relevant experience working with individuals with disabilities and completion of related post-secondary education. An LPN must be proficient, up-to-date, and flexible in the current areas:

- Maintains current LPN permit with CLPNA in good standing.
- Maintains Basic Life Support for Health Care Providers certification.
- Medication Administration certification and med practicum
- Be willing to be an approved URSA designated driver
- Obtains and maintains a Class 5 Drivers License
- Provides proof of \$2,000,000 liability insurance.
- Provides cleared criminal background check and child intervention check
- Uses proper lifting and moving techniques and available equipment