

WOODSTOCK AREA ADULT DAY SERVICES

JOB DESCRIPTION

IDENTIFICATION

Position Title: LPN

POSITION SUMMARY

The LPN under the indirect supervision of a RN shall be responsible for the provision of clinical/medical services for the participants at the adult day center. The LPN under the indirect supervision of an RN shall also be responsible for maintaining positive relationships with participants and family members. The LPN under the indirect supervision of an RN shall be responsible for facilitating team meetings for care planning, care management, staff communication and education. This professional LPN under the indirect supervision of an RN will also be responsible for planning, implementation and documentation to meet the health needs of the participants.

QUALIFICATIONS

Education: Completion of academically certified LPN preparatory program. Licensure as an active licensed practical nurse in the state of Vermont is required.

Experience: Three years nursing experience in a health service setting. Geriatric and ambulatory care experience is preferred

RELATIONSHIPS

Supervision received: Executive Director of the Woodstock area adult day services and the registered nurse
Supervises: other staff and volunteers at the Woodstock Area Adult Day Services

Other relationships: Participants, families, referral agencies, community partners and community-at-large

STATUS

Full-time

PERFORMANCE COMPETENCIES – CRITERIA I

As a member of the Woodstock Area Adult Day Services, supports the program as follows: the mission is to improve the lives of those we serve. Such care recognizes the importance of quality service to patients and co-workers. In this context, each employee has the following responsibilities as an individual:

- **Responsible** -- Works independently, in a safe and appropriate manner. Demonstrates both problem-solving and problem-prevention skills.
- **Sensitive** -- Displays sensitivity to the needs of patients and co-workers. Demonstrates good communication skills and empathy.
- **Timely** -- Recognizes time as a customer's most valuable resource and responds promptly to patients' and co-workers' needs.
- **Accurate** -- Works carefully and precisely, with attention to detail.
- **Coordinated** -- Organizes and delivers service in the proper order. Displays good organizational skills and utilizes resources wisely.

- **Thorough** -- Meets all the requirements of his/her position. Is able to evaluate and follow up on his/her services.
- **Safety** -- Employees are required to comply with and utilize correct lifting techniques, safety procedures, and mechanical devices while performing their job related duties/tasks in order to protect themselves and our patients from injury.

ORGANIZATIONAL/TEAMWORK COMPETENCIES – CRITERIA II

Each employee has the following responsibilities as a team member:

- Collaborates with clinical support staff, physicians and other health care professionals as part of a team-based, patient centered care approach.
- Participates in quality improvement projects.
- Displays and encourages sensitivity to the needs of patients, visitors, and co-workers.
- Treats others with consideration, courtesy, and respect.
- Performs duties willingly and with initiative; shares necessary information so co-workers can do the same.
- Demonstrates judgment and tact when dealing with others.
- Cooperates with other hospital departments and work groups.
- Communicates effectively with patients, visitors, and co-workers; takes action to clarify information received from others.
- Punctuality
- Attendance

ESSENTIAL FUNCTIONS– CRITERIA III

1. Supports the achievement of the mission goals and objectives of the Adult Day Program.
2. Ensures that the Standards for Nursing Care are implemented within the scope of an LPN.
3. Participates in the quality assurance and improvement process, which includes, at a minimum, regular reviews of the care of individuals and programs served by the center, and annual feedback from stakeholders. Ensures that participants and family members are involved in the process.
4. Supervises all staff involved in participant clinical care ensuring that their competence and attitude meets expectations outlined in their job descriptions. Participates in annual performance evaluations of clinical staff.
5. Participates in the development of policies and procedures related to the clinical needs of participants.
6. Participating in the orientation and training of clinical staff.
7. Maintains required documentation as outlined in the Standards for Adult Day Services in Vermont.
8. Ensures that services for health coordination meet the Standards for Adult Day Services in Vermont. Communicates effectively with Executive Director, RN and other staff to ensure the flow of significant information regarding participants' status and needs.
9. Participates in a health assessment for all participants and contributes to the development of a written plan of service for each participant/caregiver.
10. Participates in and supports social work services that include, but is not limited to participant/caregiver support, contributing to assessments and plan of service, assisting participants/caregivers to assess and utilize community resources, discharge planning and documentation of services provided.
11. Provides basic care within scope of practice for an LPN.
12. Maintains and updates skills and knowledge base in keeping with expected performance level. Maintains current BLS certification. Annually reviews safety, infection control disaster, HIPPA and customer service expectations.
13. Maintains licensure as required by law.

14. Administers medication to participants according to medication administration policy and with due regard for state requirements, including the Vermont State Nurse Practice Act.
15. Notifies employer of unexpected absences according to policy and procedure.
16. Provides request for time off in a timely manner.
17. Maintains professional, cooperative and positive attitude towards participants, staff, family members and visitors.
18. Demonstrates appropriate use and care of equipment.
19. Provides for safety of participants, visitors, and staff through advanced safety and infection control procedures.

PHYSICAL DEMANDS

- Must be able to speak the English language in an understandable manner
- Must be able to cope with the mental and emotional stress of the position
- Must be able to lift and move office equipment, supplies, etc.
- Must be able to provide direct physical care to participants as needed including toileting, dressing, ambulation, and showers
- Prolonged/extensive or considerable amount of standing/walking
- Considerable reaching, stooping, bending, kneeling, crouching
- Extensive use of telephone, computer, and calculator
- Requires close paperwork and visual acuity
- Requires hearing acuity for conversation and telephone

WORKING CONDITIONS

- Regularly exposed to the risk of blood borne diseases
- Contact with participants and caregivers under wide variety of circumstances
- Exposed to unpleasant elements (accidents, injuries and illness)
- Subject to varying and unpredictable situations
- Handles emergency of crisis situations
- May perform emergency care
- Works in well-lighted/ventilated office area, as well as throughout the facility
- Is subject to frequent interruptions
- Occasionally subjected to irregular hours
- Frequent pressure due to multiple calls and inquiries

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. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

This job description has been approved by:

Executive Director

Date

By signing this document, I agree that I have read, understand, and received a copy of this job description.

Employee Signature

Date

Jill/Adult Day Care/Adult Day Care Program/descriptions /LPN MAY 30, 2018