



Licensed Practical Nurse (LPN) Job Description

Summary: Responsible for preparing and distributing medications, administering treatments, assessing residents, and contacting physicians as needed.

Qualifications:

- Educational requirements: Graduate of an accredited School of Nursing
- Licensure or certification requirements: Current license in the State of Wisconsin
- Interest in gerontology is desired
- Experience with electronic records
- Experience in nursing within the past five years
- Physical and emotional capacity, education and experience to respond to the needs of the resident
- Physical demands such as; standing, walking, sitting, bending, climbing stairs, hearing, seeing, kneeling, lifting up to 20 pounds
- Ability to effectively communicate with confidence, clarity, precision, and professionalism
- Must be at least 18 years of age

Duties and Responsibilities:

- Review documents of new resident to assess health needs
- Assess resident status to ascertain if resident is able to administer own medications and self-care
- Confer with families as necessary on resident's health status
- Check any resident who may need nursing assessment
- Prepare medication for those residents needing RN medication management for distribution at meals
- Administer treatments as ordered by the physician or nursing staff
- Assess for medication reaction and report to physician
- Assist with baths as needed
- When done with assignments, help RN on duty
- Take orders from the physician offices and then process order
- Complete resident care plans
- Maintain a cardex of resident medications, containing dosage and time
- Document medication errors
- Properly destroy unused medications with two staff members as witnesses and document
- Review blood pressure records weekly, and recheck blood pressure as needed
- Provide health monitoring
- Provide general first aid
- Contact physicians as necessary regarding health status, medications, and treatments
- Order medications from the pharmacy
- Administer TB (PPD) test



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- Assist lab and follow up on lab tests
- Check blood sugars as ordered or necessary and administer insulin
- Direct ancillary help as needed in ADL cares
- Arrange for supportive home care services
- Assess mental state of residents and recommend as necessary motivational activity and/or psychiatric consultation
- Take roll call of residents at meal time to make sure the residents are at the table
- Monitor nutritional intake of residents as needed
- Direct dietary staff as necessary to provide for nutritional needs of residents
- Document and file incident reports with the administer
- Monitor overall safety and report unsafe conditions to proper person and administrator
- Ensure that each resident is comfortable in his or her room
- Attempt to resolve residents' issues by employing tact and compassion
- Act as a "shoulder" in times of residents' personal distress
- Transport residents in wheelchairs
- Assist and communicate with resident's families and visitors
- Document care provided to residents in Eldermark
- Greet visitors and direct them to the right room
- Develop positive and relational bonds with residents by engaging them in conversation
- Respond to emergencies by employing training by following St. Monica's policies and procedures
- Complete 15 hours of required training according to state and federal regulation
- Perform other duties as assigned

Employee Signature _____ Date _____

St. Monica's Representative _____ Date _____