



JOB DESCRIPTION

Licensed Practical Nurse (LPN) – Full-Time

MAJOR FUNCTIONS

- Work in conjunction with Center Director-RN to ensure participant records are accurate, up to date, and confidential
- Administer medications to participants and monitor these medications
- Provide health education and counseling to the participants and their families, when indicated in their care plans

LINE OF AUTHORITY

Reports to the Center Director-RN

DUTIES

- Monitor participants' vital signs as indicated by participants' plan of care and as needed
- Provide observation and monitoring of participants' health status; report any changes to Center Director
- Provide emergency care, including arrangements for transportation when necessary
- Participate actively in team conferences, groups, and planning sessions by contributing information on the observed needs and behaviors of participants, listening to fellow team members, and offering suggestions for improving the services and conditions of PCH
- Assist participants, in an appropriate and caring manner with activities of daily living, such as grooming, emergency bathing, exercising, changing clothes and the use of restroom facilities
- Assist with service of meals and feeding of participants, as needed
- Observe all PCH policies concerning food handling and sanitation
- Maintain nursing component of participants' health records, which include:
 - a. Documentation of all nursing care provided, including participants' reaction to treatment, on the day service is given
 - b. Minimum daily nursing notes for the first five days the participant is in attendance, at center, and monthly notes and
 - c. Work in conjunction with RN to complete quarterly assessments
 - d. Documentation of the time and dosage of each drug administered to a participant
 - e. Documentation of any significant changes in a participant's condition or unusual incidents observed by or reported to the LPN
- Perform other duties, as requested, in delivery of other required services

Task	Job Requirement
LIFTING	
~ 25% of job duty or approximately 4 hours over an 8-hour day	
0-10 lbs	~ 2 hours/day
11-20 lbs	~ 1 hour/day
21-50 lbs	~ 1 hour/day
50-100 lbs	~ 30 min/day
CARRYING	
~ 25% of job duty or approximately 2 hours over an 8-hour day	
0-10 lbs	~ 2 hours/day
11-20 lbs	~ 1 hour/day
21-50 lbs	~ 30 min./day
50-100 lbs	~ 15 min/day
MOVEMENTS	
~ consistently over an 8-hour day	
Bend	at least 4 hours/day
Squat	at least 4 hours/day
Reach	at least 4 hours/day
Twist Body	at least 4 hours/day
Stand	at least 6-8 hours/day
Walk	at least 6-8 hours/day
Sit	less than 3 hours/day
REPETITIVE TASKS	
~ 25% of job duty or approximately 2 hours over an 8-hour day	
Simple Grasping	~ 2 hours/day
Fine Manipulation	~ 2 hours/day
Pushing/Pulling	~ 2 hours/day

REQUIREMENTS

- Have current CPR and first aid certification
- Able to bend, stoop, stretch, lift and push, as required, in the delivery of participants' care
- Must respect and adhere to all PCH policy and procedures
- Must submit to a pre-employment annual criminal background check
- Must have negative TB test or x-ray report within 12 months of employment
- Must have a current license to practice as a Licensed Practical Nurse in Georgia
- Must have 2 years of working with elderly, hospice, or disabled populations
- Must provide written statement from a physician certifying good health and no communicable diseases
- Must submit 3 sources of recommendation from various sources, including former employers
- Shall have knowledge and understanding of the physical and emotional aspects of aging, resulting disease, infirmities, related medications and rehabilitation measures

I have read and understand the functions, duties, and requirements of this position.

Employee Signature _____ Date _____