

TEAM MEMBER'S NAME _____

Date _____

MASONIC CHARITY FOUNDATION OF NJ
POSITION DESCRIPTION

Position Title: Licensed Practical Nurse

FLSA Status: _____

Departmental Title: Keystone Center

Supervisor's Title: Keystone Center Neighborhood Manager

I. POSITION OBJECTIVE

To organize, deliver and direct professional nursing care to residents.

II. BEHAVIORAL COMPETENCIES

Performance Key:

5 = Exceptional, 4 = Above Expectations, 3 = Solid Performance, 2 = Improvement Needed, 1 = Unsatisfactory

A. ACCOUNTABILITY

Is the demonstrated ability to take responsibility and ownership for the outcome of all actions, decisions, and problem solving with particular emphasis on customer satisfaction, quality, safety, productivity and attendance. Accountability is further demonstrated in the safe and prudent use of materials and equipment; meeting or exceeding organizational/departmental deadlines; and the identification, analysis, and development of multiple solution(s) to problems. Accountability is also demonstrated by personal conduct in adherence to the Mission, Values, and Code of Conduct of the Masonic Charity Foundation of NJ.

B. COMMUNICATIONS

Is the demonstrated ability to exchange ideas and information in a timely, concise, effective, and interpersonally appropriate manner in both oral and written forms. Interpersonal communication includes, but is not limited to facial expressions, gestures, body language and tone of voice. Communication is further demonstrated through effective listening skills and behaviors; consistent with respectful behavior toward others, and recognition of others' contributions and actions. Effective communication includes a variety of styles and situations that produce positive outcomes within the organization. Timely communication includes oral and written reports consistent with established timeframes. Effective listening is a willingness to listen, process and retain information.

- _____ **C. CUSTOMER SATISFACTION:**
Is the demonstrated ability to develop mutually beneficial relationships with both internal and external customers. This competency is effectively demonstrated by ensuring quality of life, respect for the individual and quality service for all customers in a consistent and genuine manner at all times. It is further demonstrated by the ability to anticipate, respond with creativity and enthusiasm, and to meet or exceed our customers' expectations.
- _____ **D. GOAL ORIENTATION:**
Is the demonstrated ability to understand the departmental and organizational goals and to effectively prioritize and perform work responsibilities in a manner which best achieves those goals. The competency is further demonstrated through continuous self-improvement and a commitment to change. It is further demonstrated in setting quality, daily, short-term, and long-term goals. Commitment to change is demonstrated by encouraging staff flexibility, acceptance of program, process, and service changes. Self-improvement is seeking educational opportunities, identifying self learning needs, sharing learning gained with co-workers, and making an investment of personal time in the effort of improving self.
- _____ **E. RESPECTFUL BEHAVIOR**
Is the demonstration of actions and behaviors which contribute to creating an environment where all individuals are treated with compassion, equality, fairness, and dignity. It is further demonstrated by using appropriate judgment and discretion regarding confidentiality with co-workers and customers. Personal control is an element of respectful behavior that is demonstrated by maintaining composure, poise, and emotions in challenging situations in the company of others.
- _____ **F. TRUST AND RESPECT**
Establishes trust by developing relationships with colleagues and customers by timely and responsible communications of areas that affect the work environment and responsibilities of those involved
- _____ **G. TEAMWORK**
The demonstrated ability to work toward a common goal or shared purpose by cooperating, collaborating, and partnering with others. Exhibits respectful and partnering behaviors by promoting friendly and positive behaviors to accomplish departmental and organizational goals. Acknowledges co-workers' ideas, assistance, opinions, and feedback.

III. PROFESSIONAL COMPETENCIES

Performance Key:

5 = Exceptional, 4 = Above Expectations, 3 = Solid Performance, 2 = Improvement Needed, 1 = Unsatisfactory

_____ A. **NURSING CARE**

Demonstrate the ability to assess, administer and document professional nursing care to assigned geriatric residents utilizing the nursing process in accordance with both the nursing and administrative policies.

_____ B. **REGULATORY REQUIREMENTS**

Demonstrates current knowledge of OSHA, state and federal regulations including OBRA; demonstrates the ability to apply and enforce them in areas of responsibility.

_____ C. **DOCUMENTATION**

Demonstrates the ability to accurately document resident information and nursing care delivered according to facility policies and procedures.

_____ D. **RESIDENT/FAMILY TEACHING**

Demonstrates the ability to participate in geriatric resident/family teaching with appropriate documentation in order to promote optimal physical, emotional and spiritual well-being.

_____ E. **DEPENDABILITY**

Promptly reports to work on assigned shifts according to posted schedule or special requests. Communicates according to policy when an absence/tardiness occurs.

_____ F. **EDUCATION**

Completes all education requirements.

IV. LEADERSHIP COMPETENCIES

Performance Key: 5= Exceptional, 4= Above Expectations, 3= Solid Performance, 2= Improvement Needed
1= Unsatisfactory

_____ A. **COACHING AND DEVELOPING OTHERS**

Provides clear objectives, specific and timely performance feedback, communicates clear directions/expectations and holds staff accountable for meeting these directions/expectations. This includes coaching individual employees as well as groups of employees in improving their performance on tasks and behaviors as well as make recommendations for developmental opportunities.

_____ B. **COMMUNICATION**

The demonstrated ability to present ideas and information in a timely, concise, effective and interpersonally appropriate manner through both written and oral form. Communication is further demonstrated through effective listening skills and behaviors. Quality

communication is demonstrated by effective written and verbal communication skills with effective results. Communication is provided within times agreed upon. Promotes a learning environment and encourages open expression of differing ideas and opinions.

_____ **C. CONTINUOUS LEARNING**

Proactively seeks feedback from others to improve work processes and departmental function. Feedback would come from, but not limited to, supervisor, peers, staff, residents, families, surveys, etc. Continues own self-learning and development by attending seminars, conferences, and educational offerings related to field of responsibility.

_____ **D. DECISION MAKING**

Possesses critical thinking skills, and is able to respond quickly and appropriately in pressure decision making situations. Results oriented, responsive and gathers necessary information in a timely or effective manner before making a decision.

V. ESSENTIAL FUNCTIONS

Performance Key:

5 = Exceptional, 4 = Above Expectations, 3 = Solid Performance, 2 = Improvement Needed, 1 = Unsatisfactory

- _____ 1. Serves as charge nurse for assigned resident care neighborhood assuring continuous clinical leadership at all times. Directs paraprofessional staff regarding resident care and notifies families, physicians, and departments of residents' needs.
- _____ 2. Collects data on residents and accurately documents residents' condition. Documents care provided including, but not limited to: Wounds, MARS, TARS, Monthly Summaries, chart checks and order verification. Is cognizant of neighborhood EMR dashboard and addresses identified areas timely and accurately.
- _____ 3. Performs clinical testing such as glucometer and pulse oximetry as necessary. Administers ordered medications as approved and treatments including monitoring of IV fluid. Monitors effectiveness of medications and treatments.
- _____ 4. Prepares for and performs weekly rounds visits with the physician if applicable. Accepts physician's orders including verbal/telephone orders as appropriate and in compliance with regulations and nursing practice.
- _____ 5. Assists in completion of 24 Hour Report and Neighborhood Roster.
- _____ 6. Directs staff regarding resident care and notifies families, physicians, and departments of residents' needs or change in condition.
- _____ 7. Maintains CPR certification. Initiates CPR in compliance with facility policy.
- _____ 8. Assist with direct resident care including bathing, feeding, making beds, toileting,

answering call lights and transporting residents to appointments and activities as needed. Participates with and encourages resident engagement in activities.

- ___ 9. Performs post mortem care as needed.
- ___ 10. Reports to on-coming shift and receives report from prior shift concerning condition of residents and any unusual occurrences. Is accountable for counting narcotics at change of shift with another licensed nurse and reporting any discrepancies.
- ___ 11. Participates in resident care conferences as needed.
- ___ 12. Reviews C.N.A. documentation for completeness prior to end of shift.
- ___ 13. Participates in the orientation of new nursing department personnel.
- ___ 14. Consults with Nursing Supervisor, Neighborhood Manager, or Assistant Director of Nursing or Director of Keystone Center as appropriate regarding specific nursing policies, interpretation of policies or suggestions/concerns regarding residents or employees including any concerns of possible resident abuse.
- ___ 15. Participates in the maintenance of a clean and safe environment. Supports the infection control program.
- ___ 16. Assumes responsibility for maintaining knowledge and skills with respect to current community initiatives, nursing procedures and technology.
- ___ 17. Practices fiscal responsibility in the use of supplies and equipment and time management.
- ___ 18. Attends in-service programs and staff meetings.

VI. KNOWLEDGE / EXPERIENCE REQUIREMENTS

- 1. Graduation from an accredited school of nursing as a Licensed Practical Nurse.
- 2. Current LPN licensure by the NJ State Board of Nursing.
- 3. CPR certification preferred.
- 4. Basic computer knowledge required.

VII. WORKING CONDITIONS / PHYSICAL REQUIREMENTS

See Attached PHYSICAL JOB REQUIREMENTS CHECKLIST

VIII. APPROVALS

A. POSITION DESCRIPTION

Cindy Shemansky
Name (Please Print)

Administrator
Title

Cheryl Rahilly
Name (Please Print)

Director of Keystone Center
Title

Cindy Shemansky DHA
Signature

1/5/16
Date

Cheryl A. Rahilly MEd
Signature

1-5-16
Date

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

B. PERFORMANCE REVIEW

Supervisor Reviewed

Name (Please Print)

Signature

Title

Date

Team Member Reviewed

Name (Please Print)

Signature

Title

Date

Physical Job Requirements Checklist

Job Position – Licensed Practical Nurse/Medium

Material Handling	Never	Occasional (Up to 2.5 hr/day)	Frequent (2.5– 5.5 hr/day)	Constant (>5.5 hr/day)
Physical Demand Level - Medium				
Lift Raising objects from lower to higher position or moving objects horizontally from position-to-position.	<input type="checkbox"/>	50Lbs.	10Lbs.	0Lbs.
Carry to move while supporting or holding objects.	<input type="checkbox"/>	50Lbs.	10Lbs.	0Lbs.
Push using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	<input type="checkbox"/>	50Lbs.	10Lbs.	0Lbs.
Pull using upper extremities to exert force to draw drag haul or tug objects in sustained motion.	<input type="checkbox"/>	50Lbs.	10Lbs.	0Lbs.

Working Conditions/ Physical Requirements	Never	Occasional (Up to 2.5 hr/day)	Frequent (2.5–5.5 hr/day)	Constant (>5.5 hr/day)
Sit:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stand:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb Stairs:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Ladders:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach: Desk Level	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach: Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach: Floor Level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balance: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stoop: Bending body downward and forward by bending spine at the waist.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel: Bending legs at knee to come to a rest on knee or knees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawl: Moving about on hands and knees or hands and feet.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouch: Bending the body downward and forward by bending leg and spine.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Object Handling:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Simple Grasp: Applying pressure to an object with the fingers and palm.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical Job Requirements Checklist

Job Position – Licensed Practical Nurse/Medium

Working Conditions/ Physical Requirements	Never	Occasional (Up to 2.5 hr/day)	Frequent (2.5–5.5 hr/day)	Constant (>5.5 hr/day)
Firm Grasp: Applying pressure to an object with the fingers and palm.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Manipulation: Applying pressure to an object with the fingers and palm.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hearing: Perceiving the nature of sounds with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Visual Inspection: (including clerical, administrative, certain medical positions such as in Nursing (resident care) and Ancillary areas: This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, measuring or using measuring devices, dispensing and measuring of dispensed items, resident assessment, and visual inspection involving machines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Respirator: The worker is required to wear a respirator.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The worker is subject to outside environmental conditions: No effective protection from weather.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The worker is subject to extreme cold: Temperatures below 32 degrees for periods of more than one hour.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The worker is subject to extreme heat: Temperatures above 95 degrees for periods of more than one hour.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient (surrounding) noise level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The worker is subject to vibration: Exposure to oscillating (swinging) movements of the whole body.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, exposure to chemicals, infectious diseases and blood-borne pathogens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The worker is subject to oils: There is air and/or skin exposure to oils and other cutting fluids.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The worker is subject to atmospheric conditions: One or more of the following adverse conditions that affect the respiratory system or the skin: fumes, odors, dusts, mists, gasses or poor ventilation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>