

**LUTHERAN HOME OF THE GOOD SHEPHERD  
NEW ROCKFORD, NORTH DAKOTA**

Lutheran Home of the Good Shepherd is a premier facility in New Rockford, North Dakota offering: Skilled Nursing, Assisted Living, Basic Care, Independent Living Apartments, Dementia Care, Respite Care, and much more.

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Job Description: LPN Apprenticeship

Original Date: 2021

Supervisor Signature: *Peggy Dockter, DON*

Revised Date:

Approved by Administration: *Kim Jensen, N.H.S.*

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**Qualifications:**

Must have a CNA certification and will perform tasks and duties to the level of LPN coursework completed through the LRSC Dakota Nursing Program.

**Job Summary:**

It is the job of each nurse to assure the safety of each resident; maintain the continuity of individual resident's care; strive to maintain each resident at their highest level of function possible; assess ill residents; assure that medication and treatments are administered properly and timely; supervise and guide the CNAs on your shift; report clear and precise resident information to coworkers; advocate for the resident. Educate and inform residents and/or families as necessary to assure informed decision making; build and maintain a cooperative, effective relationship with coworkers; represent the facility by performing duties and responsibilities in a professional manner. As this is a Christian facility you are expected to uphold the mission and philosophy of LHGS in the performance of your duties.

**Typical Working Conditions:**

Works primarily indoors throughout the nursing service area. Maintains a relationship with the residents, their families, government agencies, etc. Is subject to hostile and emotionally upset residents, family members, personnel, etc. Communicates with the medical staff, nursing personnel, and other department staffs. Works beyond normal working hours and in other positions temporarily when necessary. Is subject to call-back during emergency conditions. Is subject to injury from falls, equipment, odors, disinfectants, etc. throughout the shift. Is subject to exposure to infectious waste, diseases, conditions, etc. May be subject to the handling of and exposure to hazardous chemicals. Will be required to work weekends, rotating holidays, and a variety of shifts to meet the needs of residents and facility.

**Typical Physical Demands:**

Must be able to speak and write the English language in an understandable manner. Must be able to push, pull, move and/or lift a minimum of 50 pounds. Must be able to see and hear or use prosthetics that will enable these senses to function adequately to ensure that the requirements of this position can be fully met. Must have the physical capabilities to perform routine nursing procedures, i.e. catheterization, dressing changes, medication administration, taking vital signs, physically examine residents while they are lying on the floor. May have to assist in the evacuation of residents during an emergency.

**Responsibility:**

**A. ORGANIZATIONAL**

Ensure that all personnel assigned to you comply with the written policies and procedures established by LHGS. Communicate activities concerning your shift to management staff as appropriate.

Cooperate with other departments when coordinating nursing services to ensure that the resident's total regime is maintained. Interpret the department's policies and procedures to personnel, residents, visitors, and government agencies as required. Complete accident/incident reports as necessary following established procedures. For Quality Improvement purposes, report all discrepancies noted concerning physician's orders.

#### **B. DOCUMENTATION**

Perform routine charting duties as required in accordance with established charting and documentation policies and procedures. Sign and date all entries made in the resident's record. Receive telephone orders from physicians and record on the Physician's Order Form. Transcribe physician's orders to resident charts, EMARs, ETARS, care plans, and care guides as required. Chart nurses' note in an informative and descriptive manner that reflects the care provided to the residents response to the care. Ensure that your nurses' notes reflect the care plan is being followed when administering nursing care or treatments. Document medication and treatment administration according to policy. Report all discrepancies noted concerning physician's orders, diet changes, charting errors, etc., to the RCC. Assure that all medications and treatments are signed off at end of shift.

#### **C. SUPERVISION/LEADERSHIP**

Participate in employee performance evaluations and making recommendations to the DON concerning employee, promotions, dismissals, transfers, etc. Make periodic checks during your shift to ensure that personal cares completed by CNAs are done in accordance with the resident's care plan and proper procedure. Model professional leadership to subordinate nursing personnel assigned to your unit/shift. Check with CNA staff during your shift to assist in identifying and correcting problems or to improve service. Address CNAs expression of concern regarding a resident. Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the unit and shift. Ensure adequate staff coverage for the next shift if/when necessary. Assist in the development of and the assignment of your shifts work assignments.

#### **D. NURSING CARE FUNCTIONS**

Admit, transfer and discharge residents as necessary. Assess ill and injured residents. Consult with the resident's physician in providing the resident's care, treatment, rehabilitation, etc. as necessary. Requisition and arrange for diagnostic and therapeutic services as ordered by the physician in accordance with established procedures. Notify attending physician and next-of-kin when there is a change in the resident's condition or when involved in an incident or accident. Administer skilled nursing services such as catheterization, tube feedings, suctioning, dressing changes, intravenous fluids and medications as certified, etc. as directed in the resident care plan according to procedures. Identify, manage, and treat skin disorders and primary and secondary lesions such as skin abrasions, foot problems, decubitus ulcers, bacterial, parasitic and viral skin disorders. Review resident care plans for appropriate resident goals, problems, approaches and revisions based on nursing needs. Assist the MDS Coordinator by completing assigned assessments and gather requested data within the appropriate time frame. Obtain and present an accurate nursing report at the beginning and end of your shift. Answer call lights and assist CNAs as necessary. Ensure that residents who are unable to call for help are checked frequently. Ensure that post mortem procedures are followed and call the funeral home unless the family prefers to do it themselves. Provide information and education to resident and family members regarding the resident's specific health issues and needs and in accordance with HIPAA guidelines.

#### **E. DRUG & TREATMENT ADMINISTRATION**

Prepare and administer medications safely as ordered by the physician following established policies and procedures. Order medications and supplies as necessary according to established policy. Ensure that narcotic records are accurate for your shift.

#### **F. MISCELLANEOUS**

Ensure that your assigned work areas and station are maintained in a clean, sanitary manner. Refill all necessary supplies, empty garbage, wipe down cart, etc. Ensure that assigned personnel follow established infection control procedures. Recommend to the DON the equipment and supply needs of your unit/shift. Maintain the confidentiality of all resident care information. Report and investigate all allegations of resident abuse and or misappropriation of resident property. Educate and inform residents and/or families to allow for informed decision making. Ensure that nursing staff honor the resident's refusal of treatment request. Report needed repairs as appropriate. Identify problems and follow through on them to help bring about resolution;

**CONFIDENTIALITY**

Responsible for safeguarding the privacy of protected health information (PHI).

1. Responsible for safeguarding any PHI seen, used, or disclosed during this positions normal job functions as stated in the above job responsibilities following the HIPAA policy and procedures.
2. Responsible to conduct any oral discussions of PHI with other staff or with residents and family members in a manner that limit's the possibility of inadvertent disclosures.
3. Responsible for maintaining strict confidentiality with any unintentional access to PHI whether written or verbal.
4. Responsible for reporting suspected violations of the safeguarding of PHI by LHGS employee or business association.
5. Responsible to ensure the use or disclosure of PHI that is not routinely available to this position must be coordinated with the HIPAA Privacy Officer, HIPAA Security Officer, or designee.

TO BE COMPLETED BY EMPLOYEE:

"I have read and understand my job description."

Signed: \_\_\_\_\_  
Employee

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_  
Supervisor