

	<b>Berks County Home-Berks Heim</b>			
	<b>TITLE: LPN STAFF NURSE OF A UNIT OR PRN</b>			<b>#1101-16</b>
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROCEDURE <input checked="" type="checkbox"/> JOB DESCRIPTION <input type="checkbox"/> OTHER	PREPARER  DIRECTOR OF NURSING  A/R	EFFECTIVE: 09-1983 REVISION 12-2006 REVIEWED	# OF PAGES: 1
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**JOB TITLE**

LPN STAFF NURSE OF A UNIT OR PRN

**JOB DEFINITION**

A licensed practical nurse who has met all legal requirements for registration in the Commonwealth of Pennsylvania. (Assumes role of Charge Nurse in absence of unit Charge Nurse.)

**JOB DUTIES AND RESPONSIBILITIES (Illustrative only)**

To provide quality professional nursing care to residents following established policies and procedures of this facility.

1. Assist Charge Nurse in care and management of unit.
2. Assist in maintaining a therapeutic regimen for all residents on the unit.
3. Assist in reviewing and revising nursing care plans and goals for each resident.
4. Assign and advise personnel assigned to unit in Charge Nurse's absence.
5. Assist in guidance and orientation of new personnel.
6. Promote continuity of care through good communication and cooperation with other shifts and departments.
7. Make unit rounds in Charge Nurse's absence to ensure that every resident is receiving quality care.
8. Assist in keeping adequate inventory of supplies on unit.
9. Do quality assurance (QA) monitoring and reporting.
10. Participate in inservice programs on a regular basis. Assigns unit staff to attend in Charge Nurse's absence.
11. Admit, transfer, and discharge residents.
12. Administer medications and treatments according to LPN Practice Act and Berks Heim policies/procedures.
13. Make rounds with attending physician in Charge Nurse's absence. Bring any changes in resident's condition to his/her attention.
14. Give emergency care if needed; notify Supervisor promptly.
15. Assist in maintaining all nursing records in a proper and timely manner.
16. Maintain a professional attitude toward residents, families, and visitors; dealing with their needs in a proper and tactful manner.
17. Notify families of change in resident's condition or transfer in Charge Nurse's absence or at his/her direction.
18. Be aware of safety, housekeeping, and maintenance needs on the unit, bringing them to the attention of the proper department.
19. Refer to appropriate shift routine as needed.

**JOB QUALIFICATIONS**

- Graduate from an accredited school of practical nursing and has a current license to practice nursing in the Commonwealth of Pennsylvania.
- Must possess leadership ability and the willingness to cooperate with other department heads and personnel when assuming relief Charge duties.

**JOB SUPERIOR**

Directly responsible to the unit Charge Nurse or area Supervisor, as appropriate.