



County of Berks POSITION DESCRIPTION FORM

Position Title:	LPN Staff Nurse of a Unit or PRN		
Department:	Berks Heim	Reports To: (Title)	Director of Nursing
Effective Date:	September 1983	Revision Dates:	December 2006 November 19, 2019
Wage Category:	<input checked="" type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	
EEO-1 Category:	Professional	Union Classification:	SEIU

POSITION SUMMARY:

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.)

POSITION RESPONSIBILITIES

Essential Functions

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.

MINIMUM EDUCATION AND EXPERIENCE

- 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.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES

- Ability to speak, read, write and understand English fluently.
- Ability to understand and carry out oral and written directions.
- Ability to establish and maintain effective working relationships as a member of the healthcare team.
- Ability to handle stress.
- Physical presence in the office and in the field is required.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to be mobile, speak and hear. The employee frequently is required to sit and reach with hands and arms. The employee maybe required to stand and be active during an entire work shift. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORKING ENVIRONMENT: While performing the duties of this job, the employee may be exposed to hazardous chemicals, infectious waste, blood and body fluid, diseases and conditions prevalent at the time. Employees may also be subject to emotionally distraught residents, family members, visitors and personnel. The noise level in the work environment is typically minimal to moderate.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.