

PLEASANT VIEW, INC.

Job Title: Licensed Practical Nurse (LPN) **Printed Name:** _____

Classification: Salaried/Exempt **Signature:** _____

Supervisor: Program Coordinator and Program Director **Date:** _____

General Knowledge, Skills, and Abilities

- ❖ **Education & Experience:** Licensed in the state of Virginia to work as a Practical Nurse with the credentials to administer medications.
- ❖ **Essential Functions** include but are not limited to:
 - Effective English-written and verbal communication skills.
 - Proficiency in MS Word (word-processing) and typing
 - Ability to attend and pass required trainings.
 - Distribute medications to individuals following approved guidelines.
 - Ability to access all programs and areas of the facility and adjacent outside property in a safe and timely manner.
 - Ability to push, pull, bend, reach, walk, stand for extended periods of time, climb stairs, lift and stoop, and to assist an individual to move as needed. Ability to help lift an individual and to use mechanical lifts.
 - Stay awake for duration of shift.
 - Ability to consistently come to work and have good attendance.
 - Possession of a current, valid driver's license for three (3) years with an acceptable driving record.
 - Ability to adhere to all safety rules, policies and guidelines.
 - Ability to become familiar with and uphold the philosophies, goals, and policies of Pleasant View, Inc.
 - Ability to perform personal direct care.

Duties:

- ❖ **Direct Care:**
 1. The LPN is hired specifically to ensure quality nursing and direct care is administered to all individuals that are under their care. Specific duties include, but are not limited to, the following:
 2. Plan, implement, and evaluate training programs under the supervision of the Program Coordinator and follow the guidelines of the planning team. All care, treatment and training will be designed to promote good physical and mental health and to maintain and/or enhance the consumer's functioning in the community-based residential setting.
 3. Work effectively with those internal and external to the agency including: The Program Coordinator, Community Services Board Care Coordinator, consumer, consumer's family and consultants. Meet regularly with the planning team which coordinates the consumer's individual service plan and/or individual program plan. Attend weekly team meetings.
- ❖ **Record Keeping:**
 1. Maintaining accurate and up to date medical information as assigned by the Program Coordinator and according to the policies of Pleasant View, Inc., DMHMRSAS, and the consumer funding source (i.e. Medicaid Waiver, PAS).
 2. Document all required information in the medical notes.
 3. Maintain all forms needed for consumer records and services medical appointment record (filled out by trainer and physician), Medication Administration Records (MAR's), incident sheets, physical form, PRN notes, IPP's, and task analysis for programs.
 4. Maintain all forms needed for administration such as hourly service records (billing sheets), mileage logs, absentee reports and vacation forms according to policies.
 5. Keep communication open among staff members, Team Leader and Program Coordinator through staff logs.
 6. Update medical plans to accommodate changing needs of the consumer and submit changes to Program Coordinator and/or CSB Care Coordinator.

Name

7. Assist the administrative staff with activities for the benefit of the total organization including fund raising.
8. Attend all in-services provided by the agency for staff development and complete and maintain certification in all training requirements.
9. Would assist consumers as needed with medication administration following the state wide guidelines. The LPN would also be responsible for providing training to incoming medication management trained staff members.
10. Working 11-7, conduct rounds every 30 minutes, following the overnight guidelines.
11. On-call responsibilities which assist staff members who might need medical questions answered as well as provide emergency medical treatment as needed.
12. Perform other duties as requested by the Program Coordinator, Director or Executive Director.

The above statements are intended to describe the general nature and level of work being performed by individuals to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.