

Community Health Services Corporation

Job Title:	Licensed Practical Nurse	
Position Type:	Full-time/Part-time	
Location:	Prairie Maison/Sannes	
HR Contact:	Mary Walker	
Date posted:		
Applications Accepted By:		
FAX OR E-MAIL: (608) 326-3205) or maw@chscwi.org Subject Line: LPN Attention: Mary Walker	MAIL: Mary Walker Community Health Services Corporation 700 S Fremont Street Prairie du Chien, WI 53821	
Job Description		
<p>JOB SUMMARY</p> <p>Is responsible for supervising and assisting the nursing care of residents during his/her shift. Maintains a quality of service that will fulfill the objectives of the facility and be in accordance with the policies and procedures set forth by the facility's administration and governing body.</p> <p>PERFORMANCE REQUIREMENTS</p> <p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Makes daily rounds to observe and evaluate the physical and emotional status of all residents on the unit and takes action as necessary. • Prepares and administers medications and treatments according to physician orders, policies and procedures of the facility. • Assesses residents for physician's specialized needs. • Consults with physicians. Receives, records, and implements orders as required or schedules appointments as directed. • Responsible for admissions and discharge processes. • Makes rounds with physicians when necessary. • Arranges for resident transportation to medical appointments. • Documents resident health changes via weekly summaries, acute care nurses' notes and shift change nursing report sheets. • Assures that proper safety measures for residents and personnel are followed. • Models professional behavior when interacting with staff and residents. • Sees that residents are clean and well-groomed; reports problems to Unit Supervisor and D.O.N. • Formulates plan of care for ill residents. • Monitors the cleanliness and working order of resident items such as false or partial teeth, glasses and hearing aids. Reports needed repairs to appropriate staff. • Assists with in-house activities as nursing schedule permits. <p>STAFF RELATED:</p> <ul style="list-style-type: none"> • Informs staff when ill residents cannot participate in activities and when they can resume activities. • Monitors/supervises direct care staff in performance of health related duties. 		

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- Attends staff meetings.
- Monitors supplies of necessary materials for nursing care and informs D.O.N./Central Supply of materials needed.
- Is responsible for medications and equipment on the unit and maintains a neat and orderly work area.
- Consults with DON/Unit Manager when necessary.
- Has knowledge of, interprets and supports administrative and nursing policies and procedures.
- Checks medications from pharmacy for accuracy and notifies pharmacy of errors.
- Informs DON and direct care staff of resident problems and gives pertinent information to other personnel.
- Follows Blood and Body Fluid Infection Control Guidelines.

PAPERWORK:

- Completes assessments as assigned for use in formulating individual Program Plan for individual residents.
- Assists in formulation of policies and procedures, unit goals and objectives as requested.
- Implements physician orders.
- Submits written reports to DON as assigned.
- Participates in completion of resident admission documentation.
- Orders and receives medications as needed.
- Completes Physician Referral Sheets and records the appointments in the nurse's notes.
- Assess ill or injured residents and records data in acute care nursing notes.
- Provides a written and, if needed, oral report to on-coming nursing staff.
- Charts medication and treatments according to procedure, including self-medication programs.
- Sees that drugs covered by Controlled Substance Act of 1970 are verified by inventory.
- Sees that clinical records or an abstract of them, are forwarded with transfer residents.
- Monitors and maintains a current record of vital signs, weights, and general conditions.
- Provides a written weekly summary as assigned.
- Completes incident/accident reports, and investigations as assigned.
- Responds to nursing referrals as appropriate.

PHYSICAL DEMANDS:

- Must be able to lift, carry, push, pull over 20 pounds.
- Must be able to reach over shoulder height.
- Must be able to bend, squat, kneel, twist, lift residents of varied weight and climb steps as needed.
- Must be able to grasp items needed to perform nursing duties.
- Must be in good physical and mental health sufficient to permit full performance of the duties of the position.
- Must have visual and aural acuity sufficient to permit full performance of the duties of the position.
- Must be able to stand for long periods of time and must be able to move throughout the shift.
- Must have emotional stability and maturity sufficient to permit full performance of the duties of the position.
- Must be able to establish and maintain effective communication and interaction skills with staff,

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residents, physicians and families.

SPECIAL DEMANDS:

Must have a genuine interest in geriatric nursing. Willingness to work with the realization that errors and incompetence may have serious consequences for residents and their families. Understanding, patience, and tact in dealing with residents, their families and visitors. Must have a memory for details. Ability to maintain good working relationships with staff. Initiative and judgment in determining resident needs. Skill in identifying problems and assisting in planning their solution.

QUALIFICATIONS:

- **Education** – Must be a graduate of an accredited school of nursing. Current registration with the Professional Board of Nurse Examiners in the state of Wisconsin.
- **Experience** – At least six (6) months experience as a staff nurse is desired.
- **Job Knowledge** – Comprehensive knowledge of general nursing theory and practice, including basic knowledge relating to nursing such as psychological, biological, physical, social and medical sciences and their application for better understanding of patient-care programs. Familiarity with organizations and functions of the facility, including policies, regulations, and procedures. Knowledge of literature and new developments in the nursing field. Knowledge of the duties of other personnel for which he/she interacts.
- **Standards** – Membership in professional organizations is desired. A desire for professional growth is obligatory. Active participation in professional organizations is desirable, if possible.
- **Employment Variables** – Eight hours per day. Normal working hours may vary to insure adequate supervision of all shifts.