



## **JOB DESCRIPTION**

<b>JOB TITLE: Licensed Nurse (Licensed Practical and Registered)</b>	<b>Effective Date: May 7, 2012</b>
<b>DEPARTMENT: Clinical</b>	<b>Revision Date: October 24, 2016</b>
<b>REPORTS TO: Clinical Manager</b>	<b>Approval Signature:</b> <hr/>
<b>FLSA STATUS: Non-Exempt</b>	

### **Essential Functions & Requirements**

- Must be able to lift or assist in lifting within Ashley House guidelines – up to 50 lbs.
- Must have completed a nursing program, either Licensed Practical or Registered, and passed all required tests of competencies
- Must have a current nursing License (LPN or RN) in the state of Washington
- Must have a current Washington State driver's license or valid driver's license as an active duty armed forces personnel or dependent of an active duty armed forces personnel and the ability to be insured to drive agency vehicles
- Able to pass a criminal background check with the State of Washington and maintain clearance during tenure of employment
- Valid Healthcare Provider (BLS) CPR
- Meets health requirements; i.e. – flu vaccination, tdap vaccination, tb testing – per licensing requirements
- Consistently reports to work on time prepared to perform duties of position
- Must have valid Food Handler's Permit from the Health Department
- Meets applicable standards for quality of work and productivity

### **Ashley House's Expectation of Employee**

- Adheres to Ashley House Policies and Procedures
- Acts as a role model within and outside the organization while on duty
- Maintains the confidentiality of individuals we serve and family information and sensitive organizational information except as required by the obligations of the position or law
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Performs care in conformance with the established standards and policies of Ashley House
- Establishes and maintains a therapeutic atmosphere for the individuals we serve and works cohesively with other staff members
- Respects the dignity and confidentiality of individuals, families and coworkers.
- Demonstrates sensitivity in dealing with medically fragile individuals and their families.



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- Demonstrates flexibility and adaptability to work with the team members including the multidisciplinary team.
- Establishes and maintains a therapeutic atmosphere for the individuals we serve and works cohesively with other staff members.
- Must respect Ashley House property by preventing waste, damage or neglect.
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Supports philosophy, objectives and goals of the Ashley House.

### **Summary of Responsibilities**

The Licensed Nurse is responsible for assessing health needs of individuals and their families and/or support systems, developing and implementing a nursing plan of care and behavior plan in conjunction with other interdisciplinary team members of individuals under the direction of the physician plan of treatment. The licensed nurse on duty is responsible for clinical oversight while on shift. Understand C.N.A. and Behavior Technician job duties and scope of practice.

### **Specific Responsibilities**

#### **Delivery of Direct Care**

- Assesses physical, and collaborates with Social Work regarding psychological, social/cultural and spiritual dimensions of individuals
- Consistently obtains and documents a comprehensive nursing assessment within 24 hours of admit, addressing all areas included on the nursing assessment summary forms
- Reviews and documents the individual's medication schedule on the initial assessment
- Demonstrates knowledge of anatomy, pathophysiology of presenting disease and contributory disease process
- Assesses health knowledge of individual, family or other support persons providing nursing care or treatment to individuals
- Prepares a formal written plan of care for individuals we serve
- Utilizes assessment data and physician's orders to develop an individualized care plan and documents the plan of care
- Consults with physician(s) as indicated regarding treatments, referrals to other disciplines and as the individual's status indicates
- Documents all communication with the physician in nursing notes and on change of order forms, when appropriate
- Utilizes all available resources in planning care and consults as necessary with interdisciplinary team, Clinical Management, Clinical Trainer and physicians.
- Contributes in Care Conference or Staff Meetings.
- Documents all individual-related consultations on appropriate forms or progress notes as indicated.



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- Updates plan of care as necessary based on continuing assessments of individual and documents the changes as appropriate.
- Implements the Plan of Care and Behavior Plan.
- Carries out clinical and technical aspects of care as ordered in accordance with established policies and procedures. Documents in the individual's record all nursing care provided.
- Intervenes with proper technique, procedures and safety precautions to meet individual needs.
- Documents assessments, nursing interventions accurately and promptly.
- Ensures records are complete, concise and clear according to policy.
- Ensures records are written in a professional manner, using appropriate medical terminology.
- Records admission, recertification and discharge as appropriate.
- Uses nursing knowledge, skills and protocols to assure optimum restoration and maintenance of the client's normal abilities to meet basic needs.
- Supports and promotes nutritional status (e.g. dietary regimens, supplemental therapy, intravenous infusions, etc.).
- Supports and promotes elimination (e.g. bowel and bladder regimens).
- Promotes physical safety.
- Measures basic physiological functioning and reports significant findings (e.g. vital signs, fluid intake and output).
- Administers prescribed medications safely.
- Instructs individuals, family members, or other support persons providing nursing care or treatments in the use of necessary equipment such as O2 delivery systems, enteric, parenteral or feeding equipment (e.g. intravenous pumps, feeding pumps, etc.).
- Implements plan for discharge with individual and family involving all appropriate health care providers and resource agencies.
- Provides care and demonstrates skills comparable to peer with similar training and experience functioning under similar circumstances.
- Demonstrates knowledge of and the ability to implement emergency procedures, such as C.P.R. in the event of cardiopulmonary arrest.
- Demonstrates knowledge of laboratory and diagnostic data and identifies abnormal findings.
- Demonstrates knowledge of and follows infection control policies and procedures.
- Provides for the disposal of controlled substances.
- Incorporates Ashley House philosophy and concepts into the care provided for those individuals and families at Ashley House.



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- Provides evaluated nursing care by participating with individuals we serve, families, significant others, and members of the interdisciplinary group in the evaluation of established long and short range individual goals.
- Evaluates instruction on a teaching plan through monitoring the learning process, seeking feedback from the individual and family and further changing or modifying instruction based on the evaluation process.

### **Transportation**

- Must be willing and able to transport individuals to appointments or outings as directed and follow Ashley House protocol for safe driving.

### **Communication**

- Participates in staff meetings and in-services.
- Consults with Clinical Manager, Clinical Trainer or peers when knowledge base in a given area needs to be expanded.
- Requests literature, in-service or orientation on a given topic.
- Reads communication book.
- Demonstrates accountability with regard to equipment and supplies.
- Abides by HIPAA and regulatory requirements

### **Professional Development**

- Leadership – the licensed nurse on duty shall assume the supervisory role over the staff which includes:
  - Monitor care given by the CNA's
  - Address issues with staff member(s) involved
  - Consults with Clinical Manager regarding issues when needed
- Requests assistance when performing a new procedure
- Consults with the Clinical Manager or Clinical Trainer when knowledge base in a given area needs to be expanded
- Requests literature, in-service or orientation on a given topic
- Attends in-services outside the agency, as agency resources allow

### **Staff Education**

- Acts as a resource person and a role model for other staff members.
- Assists with orientation of new employees.
- Participates in peer and self-evaluation process as requested.
- Assists with orientation and learning process of student nurses, student nursing assistants and other medical care giving programs as directed.

### **Language Skills**



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Ability to read, analyze, and interpret information found in the communication book and individual charts. Ability to document using appropriate medical terminology in charts and other appropriate documentation as needed. Must be able to communicate with individuals, individual's family members, physicians and other employees verbally or in writing. Must be proficient in English.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; squat; push wheelchairs and strollers; use hands to finger, handle, or feel objects; use household items such as vacuum cleaner, carpet cleaner, broom; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to operate a motor vehicle.

### **Work Environment**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of the employee's job duties are performed indoors in a medical environment in a residential setting. The employee will be exposed to prevalent weather conditions when leaving or entering the buildings; or en route to one of the homes. In some circumstances, the employee may be required to perform some job duties outside, in medical settings, and in the presence of non-employees, such as individuals, families and state officials. There is a possibility of exposure to disease and contagions that could cause a cold, flu and other illnesses. The noise level in the work environment is usually moderate. May encounter physical aggression from some of the individuals we serve.

### **General Sign Off**

This job description in no way states or implies that these are the only duties to be performed by the employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor. I have read and understand this job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_