

# **Lamoille Day Health Services**

## **JOB DESCRIPTION**

**Title:** **Licensed Practical Nurse - LPN**

**Responsible to:** Board of Directors Administrative, Administrative RN, Program Supervisor for Administration of the Program

**Requirements:** Current LPN license in good standing, experience with aging and chronically impaired adults preferred, CPR certification, ability to lift, transfer and assist program participants as necessary, team player, time and task management

### **Basic Functions:**

- To provide skilled nursing services under RN supervision that are within the scope of practice permitted and that can be safely performed at the center and manage medical conditions according to physicians' orders.
- To provide intermittent monitoring and intervention for acute and ongoing medical conditions, including vital signs and weight, providing observation, monitoring, and intervention for changes in cognitive and physical conditions or functional level and changes and contact caregiver/family and/or physician as necessary.
- To provide emergency first aid and initiate emergency response procedures.
- To refer to and assist with coordination of other health and community services as needed.
- To provide and/or arrange for health education, promotion, prevention, screening and detection.
- To assist participants with Activities of Daily Living (ADL's)
- Providing or supervising health services for each participant
- When appropriate, educate participants, caregivers, family members and fellow staff members on issues that affect them
- Conduct initial assessments, care plan meetings, completion of ILA's (note: nursing component of the ILA must be completed by an RN)
- Formulate Plans-of-Care with the assistance of other staff members and other service providers
- Administer and/or oversee the administration of medication and provide emergency services
- Implementation of the Plan-of-Care. Completion of assessments and re-assessments on all participants at least every six (6) months or sooner, if necessary, as required by Adult Day Service Standards

- Charting and Documentation: Prepare all required clinical and administrative documentation related to the assigned activities and adhering to all applicable legal regulation and technical requirements of the governmental agencies and internal policies and procedures.
- Facilitate activities in cooperation with the program's Activity Coordinator appropriate to all participants' needs in accordance with goals in the Plans-of-Care.
- To assist all participants, including those with dementia, as needed, as to Activities of Daily Living (ADL) and activities that are designed to promote personal growth and improve or maintain the functioning level of participants to the extent possible.

**Additional Duties & Responsibilities:**

- A. Assist participants with:
  1. Toileting & personal care needs (i.e. shampooing, fingernails, foot care, bathing, etc.)
  2. Ambulation, transfers, adaptive equipment
  3. Meal preparation and set up including assist with feeding as needed
  4. Exercise program - both group and individually
  5. Group or individual activities
  6. Maintain supervision of and redirection of participants at-risk for elopement
- B. Participate in team coordination/development of Plans-of-Care
- C. Assist with site/facility clean-up and safety maintenance
- D. Report any changes in participants' conditions and/or unusual behavior to RN and all appropriate personnel.
- E. Assist with program development and community outreach, including fundraising activities
- F. Knowledge of client/participant charting procedures. Chart input as appropriate
- G. Attend and participate in staff meetings and in-service training
- H. Interaction with other staff members, caregivers and assist in coordination/supervision/utilization of volunteer services and program assistants
- I. Perform other related tasks as requested or necessitated under the direction of the supervisor(s)

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(Employee Signature) (Date)

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(Supervisor Signature) (Date)