

UCP of North Texas Job Description

Job Title: Licensed Vocational Nurse
Department: HCS
Reports To: Vice President/Chief Operating Officer

SUMMARY

The Licensed Vocational Nurse is responsible to the VP/COO for the nursing needs of United Cerebral Palsy programs. The LVN works with other LVN's and attendants to insure the health and safety of each consumer. The focus of this position is monitoring the consumer's use of medications, and monitoring health data and information and assisting in the health care aspects of a consumer's daily living needs. LVN will be evaluated on their Professional Behaviors during each evaluation period. The LVN is supervised by the Asst DON.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned

- 1) The LVN will maintain progress notes for each consumer in their case load. They will attend quarterly and annual reviews on each assigned consumer and document current information including any changes in medication and medical status. This will also include checking vital signs. If assigned to the ICF homes this will also include a full body exam to check changes in skin and nail condition.
- 2) When the consumer receives a new order from the physician, the LVN should make sure that the new medication is added to the MAR and monitor the medication sheets as they are turned in to the main office. If the consumer is in foster care, the side effects should be explained to the foster care provider and the RN should delegate the medication.
- 3) All doctors' orders should be updated on entire caseload including HCS and ICF consumers. These should be done in March and September.
- 4) The LVN will follow physician orders in performing specialized procedures.
- 5) The LVN teaches and uses all universal precautions while carrying out treatments on consumers.
- 6) The LVN assists and teaches consumers, if applicable, self help skills.
- 7) The LVN complies with the HCS Consumer Principles for Evidentiary Certification.
- 8) The LVN monitors medication sheets for accuracy on a weekly basis at ICF Group Homes and HCS/ALR Homes.
- 9) The LVN will take call in rotation with three other nurses a week at a time. If a page is received while on call, it should be answered within 30 minutes. If it is a 911 call, it should be answered immediately. If the client/consumer must be transferred to the hospital, the nurse should meet them there if there is no family available. If family is with the client, the nurse should be available by phone to speak to family or medical team.
- 10) If on call, the LVN should have the on call book available to give meds to medical staff as needed.
- 11) The LVN works with the Asst. DON in certifying staff in CPR and First Aid.
- 12) Attends a minimum of 12 hours of in-service training relative to this program per year. Attends required training to maintain LVN license. Copy of license is given to HR.

13) Demonstrates knowledge and use of all learned information during the training videos during orientation (Confidentiality, Abuse and Neglect, Universal Precautions, Safety and Accident Prevention, and Infection Control).

14) Participation in scheduled department and All Staff meetings. Participate in outside agency training as directed by the supervisor. All required training is current.

15) If group home included in assigned caseload, both ICF and HCS, the LVN will go to the home on a weekly basis and order medications. These orders will be faxed to the pharmacy and monitored to make sure they were delivered to the home.

16) The LVN should expect to attend appointments with clients for specialized appointments as needed.

17) The LVN should assist the RN as needed in collecting lab work.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Applicant must not possess a criminal record.

EDUCATION and/or EXPERIENCE

Current LVN license from the Texas Board of Nurse Examiners. One year experience in working a caseload. One year experience working with people with disabilities preferable. Must have working knowledge of accepted nursing procedures for individuals with disabilities. Certification in CPR and First Aid is required and must acquire instructor's license within first six months of employment. Must be familiar with HCS and Group Home regulations and with contract standards for nursing on ICF and HCS programs. Must have team building skills in order to effectively work with others to provide quality services. Must exhibit good relationship building skills with consumers and their families. Should be computer literate in word processing and Excel. Employee must not possess a criminal record.

LANGUAGE SKILLS

Ability to read and interpret documents such as medical reports and standards. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of agency. Bilingual is a plus.

MATHEMATICAL SKILLS

Ability to perform basic math skills as they relate to the job.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Current TX driver's license, proof of auto liability insurance, dependable transportation and recent TB test required.

PHYSICAL DEMANDS Must have good health in order to maintain an acceptable attendance record as established by the agency. 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.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have reviewed this job description and understand it:

Employee _____ Date _____

Human Resources _____ Date _____