

Charge Nurse – LVN

Department: Nursing	Reports to: DON or assigned Supervisor
Job Code: 33210	Date Revised: 6/1/2010

Position Summary:

The overall purpose of the Charge Nurse - LPN/LVN position is to participate in and oversee the provision of resident care as prescribed by the attending physician, consistent with accepted standards of care and within the scope of LPN/LVN training and licensure. Incumbent also provides direct resident care, and assigns duties to subordinate LPN =s/LVN =s and/or nursing aides as appropriate.

Position Responsibilities:

The specific responsibilities of this position are described in the Essential Functions.

Qualifications/Experience/Requirements:

- Graduation from an accredited nursing school and a current, valid license or registration (LPN/LVN) in the state where employed are required.
- Nursing experience in a long-term care facility is preferred.
- Supervisory experience is desirable.
- Effective communication and interpersonal skills are necessary.
- Functional literacy in English is required.

Essential Functions:

The following represents the essential functions of this job to be used to determine if an individual with a physical or mental impairment can perform these functions with or without reasonable accommodation. The other functions listed may be required of all other staff in the position.

All essential functions should be reviewed with the Supervisor every six months and new goals established if results are not meeting expectations.

This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the Employer. The Employer retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

Essential Functions
Observes, assesses and reports resident condition/changes, and documentation.
Assists in collection of data relevant to resident assessment and evaluation.
Consults with RN regarding changes in resident's condition.
Receives, transcribes, and executes physicians' orders
Assures implementation of care plans as directed
Administers medications as prescribed
Oversees/monitors functions and activities of subordinate staff
Participates in assigning duties for subordinate staff.
Investigates/documents accidents and incidents.
Identifies/secures equipment and supplies.
Contributes to assurance of resident care consistent with accepted standards of care and established policy and procedure.

Must be able to perform moderate to heavy lifting
Must be able to walk and stand for extended periods of time
Evaluates staff performance and may initiate appropriate action
Other Functions:
Encourages safety to prevent accidents and assures equipment safety
Assures equipment safety
Other duties as assigned by supervisor

Dimensions and Scope:

Incumbent(s)

- Functions within the constraints of established policy and procedure consistent with accepted nursing standards.
- Is assigned responsibility/authority for decisions relating to nursing services, assigned supervisory duties and related tasks; but may consult with nurse supervisor, director of nursing, administrator, nurse consultants, or other nursing professionals, or other resources.
- Professional contacts are primarily with facility management and staff, other medical professionals, or other resources.

Physical Demands:

May require frequent extended work days of up to 12 hours.

Sitting:	1-2 hours per 8 hour work shift. May alternate frequently to standing or walking.
Standing:	3-4 hours in an 8-hour work shift. May occasionally alternate to sitting and frequently alternate to walking
Walking:	4-5 hours in an 8-hour work shift. May occasionally alternate to sitting and standing.

Frequency:

Never = 0%, Rarely = 1 - 10%, Occasionally = 11 - 33%, Frequently = 34 - 66%, Continuously = 67+%

Lifting / Weight	Frequency	Carrying / Weight	Frequency
1 -- 10 lbs	Continuously	1 -- 10 lbs.	Continuously
11 -- 20 lbs.	Frequently	11 -- 20 lbs.	Frequently
21 -- 30 lbs	Frequently	21 -- 30 lbs	Frequently
36 -- 50 lbs.	Frequently		
51-- 75lbs.	Frequently		
Bending: Continues	Kneeling: Occasionally	Squatting: Occasionally	Crawling: Rarely
Reaching: Continues	Grasping: Continues	Kneeling: Occasionally	Climbing: Rarely --stairs
Pushing: Continues			

Applicant Declaration:

I have read the qualifications and requirements of the position of **Charge Nurse - LVN**. To the best of my knowledge, I believe that I can perform these duties.

It is company policy that all employees are employed at will, meaning that either the company or the employee may terminate the employment relationship at any time, with or without cause or notice.

Employee Name (Print)	Employee Signature:
Supervisors Signature	Date