



## JOB DESCRIPTION

**Job Title:** Staff Nurse LPN **FLSA Status:** Non-Exempt/Hourly

### *MISSION STATEMENT*

*As partners in ministry, we commit to further  
the mission of the Sisters of the Holy Cross.  
We strive for excellence in all we do  
while using our resources wisely.  
We are called to live and minister in right  
relationships as we witness to gospel values  
and build just and caring communities.*

### *CORE VALUES*

**Respect:**

Recognizes the dignity, value and uniqueness of each person as created and loved by God.

**Hospitality:**

Welcomes strangers, guests and partners in ministry with kindness and consideration.

**Compassion:**

Compels us to stand with and embrace others in their suffering, that together we may experience God's liberating and healing presence.

**Service:**

Works with and for others by sharing our gifts and talents to accomplish the mission.

**Main Function:**

To assist in providing comprehensive nursing care to the residents and to relieve the unit manager/nursing supervisor of the assigned unit as necessary.

### ESSENTIAL FUNCTIONS

1. Prepares and administers medications and treatments as ordered by the attending physicians.
  - Accurately follows established procedures for preparing and administering medications and treatments.
2. Assists in diagnostic and therapeutic measures.
3. Implements nursing care plan for each resident.
  - Recognizes the individuality of the resident when giving care.
4. Initiates measures that are appropriate in an emergency situation.
  - Knowledgeable of procedures and placement of equipment in case of fire or disaster.

5. Makes daily rounds, recording and reporting significant symptoms and progress.
6. Gives written and oral report of pertinent information to oncoming staff.
  - Prepares accurate oral and written reports.
7. Adheres to policies and procedures for Health Care Services.
  - Knows and complies with policies and procedures which have been developed by Sisters of the Holy Cross.
8. Responsible for safety and welfare of residents through proper implementation of nursing procedures.
  - Routinely observes nursing care given by staff and makes suggestions accordingly.
9. Ambulates or assists with transfer activities utilizing proper equipment and safety techniques, requiring lifting up to 50 pounds.
  - Demonstrates knowledge of proper lifting and transferring procedures by using proper body mechanics.
10. Maintains Universal Precautions and Infection Control guidelines.
11. Maintains confidentiality and supports individual worth and dignity.
  - Demonstrates an appreciation of individual worth and dignity by practicing confidentiality.
12. Demonstrates flexibility in recognizing and participating in 24-hour staffing and resident scheduling requirement to meet care needs.
13. Assists team member as needs arise.
  - Readily assists in all activities of the unit, i.e., feeding answering lights, etc.
14. Maintains attendance and observes working hours, starting time, lunch period, breaks, quitting time, etc.
15. Complies with work rules, regulations, and instructions, follows established systems and procedures, completes assignments with minimal supervision.

### **Other Duties**

1. Completes appraisals in collaboration with staff and within the designated time frame (applies to FT and PT staff nurses).
2. Assumes responsibility of charge nurse under supervision of management team member on call whenever necessary.
  - Accurately informs management team member on call of acute changes in residents' conditions, staffing problems and any other emergency situations.
3. Participates in the growth and development of nursing personnel through monthly staff meetings, daily reports, nursing rounds and staff development meetings.
4. Participates as a member on one of the Health Care Service Committees.
5. Remains current on all emergency procedures, especially Fire and Disaster plans.

### **MINIMUM QUALIFICATIONS**

#### **Education**

Must have completed a Practical Nurse program at an accredited school of nursing. Current State of Indiana LPN license required or licensed in another state having requested endorsement in Indiana.

**Experience**

One (1) year geriatric nursing experience is required.

**Responsibility**

Failure to follow proper procedures could result in injury to resident, staff member or self.

Normally is given the scope of the task to be completed and allowed to take necessary steps to achieve desired results.

**Problem-Solving**

Routine, standard assignments; problems require evaluative and/or constructive thought.

Problems require methodical examination of expertise within nursing. May entail consultation with peers or superiors to ascertain proper solution to problems.

**Personal Interaction**

Requires communication within and outside the organization. Motivating and influencing others with the use of tact and poise required.

**Work Environment**

Pleasant work environment.

**Equipment Utilization**

Routinely operates patient care equipment such as feeding pumps, IV systems or other life monitoring devices.

**Hazards or Fatigue**

Exposure to hazards and fatigue are present intermittently. Employee may be subject to severe strains, sprains and backaches. Is exposed to body fluids and infectious wastes.

**Planning and Organizing**

Works primarily on a day-to-day plan. Schedules routine tasks, taking into account daily workflow. Rearranges schedule to accommodate emergencies. Arranges and coordinates immediate work in relation to available resources and staff using prescribed work procedures and methods.

**Directing and Instructing**

Instructs and advises resident assistants.

**Budgeting**

Not required.

**Scope of Supervision**

Not required.

**Other Acknowledgements:**

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The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all of the job related duties, responsibilities, or activities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.