

## JOB DESCRIPTION

### ASSISTED LIVING CHARGE NURSE / UNIT COORDINATOR (LPN)

#### Supervision and Direction:

The Assisted Living Charge Nurse/Unit Coordinator receives general supervision and direction from the Director of Nursing Services or Administrator. The Assisted Living Charge Nurse/Unit Coordinator is responsible for accurate medication administration and supervision of the Certified Nursing Assistants (CNA) and Personal Care Assistants (PCA) to ensure resident services are completed to provide for the overall quality care of the residents. The Assisted Living Charge Nurse/Unit Coordinator will comply with established policies and operational procedures. In the absence of the Administrator and Director of Nursing Services or Manager On Duty, the Assisted Living Charge Nurse/Unit Coordinator will be the designated staff person in charge. The Assisted Living Charge Nurse/Unit Coordinator will accept advice from the Regional Director or appointed designee.

#### Educational/Licensing Requirements:

##### **RN or LPN**

This position requires the candidate be a graduate of an accredited school of registered or licensed practical nursing and licensed in good standing. Must possess:

- Current, unencumbered, active license to practice as an RN or LPN in the Commonwealth of Virginia, or a compact state participating in the Nurse Licensure Compact.
- Current CPR certification, or acquire CPR certification within 60 days of hire.

The states participating in the Nurse Licensure Compact are: Arizona, Arkansas, Delaware, Idaho, Iowa, Maine, Maryland, Mississippi, Nebraska, New Mexico, North Carolina, North Dakota, South Dakota, Tennessee, Texas, Utah, Virginia, Wisconsin, Kentucky, and Colorado (January 1, 2005 §54.1-3030, et. seq., Code of Virginia).

##### **LPN-Applicant**

This Position requires the candidate be a graduate of an accredited school of licensed practical nursing. Must possess:

- Current CPR certification, or acquire CPR certification within 60 days of hire.
- Eligibility to take the examination for practical nurse licensure within 90 days following completion of the nursing education program.

Practice of nursing pending receipt of examination results:

- An eligible candidate who has filed an application for licensure in Virginia may practice nursing in Virginia for a period not to exceed 90 days between completion of the nursing education program and the receipt of the results of the candidate's first licensing examination.
- Candidates who practice nursing shall use the designation "L.P.N. Applicant" when signing official records.
- The designation "L.P.N. Applicant" shall not be used by applicants who either do not take the examination within 90 days following completion of the nursing education program or who have failed the examination.

Applicants who fail the examination:

- An applicant who fails the licensing examination shall not be licensed or be authorized to practice in Virginia.

### **Duties and Responsibilities:**

#### **CLINICAL**

1. Follows Nursing Process to assess, plan, implement, and evaluate resident health needs.
2. Make clinical rounds periodically during shift. Reviews uncompleted shift assignments to determine resident services needed or not completed, for appropriate intervention. Records all variances on the shift report form.
3. Is responsible for reviewing and updating the individualized service plan and profile for each resident based on level of care and/or change in condition. Schedules and participates in care plan meetings with families, residents and the interdisciplinary team. Provides information on disease progression, rehabilitation progress, and changes in condition as applicable.
4. Arranges for consultation as needed – Geropsychiatrist, podiatrist, dentist, home health, rehabilitation, therapy, nutritional counseling, pastoral counseling, etc.
5. Implements the service plan for each individual resident based on assessed care, psychosocial and spiritual needs, physician orders, and standard of nursing practice.
6. Administers ordered medications and treatments accurately, charts appropriately and reports any problem or change as needed to the physician and appropriate facility staff.
7. Coordinates physician and home health visits, including required documentation.
8. Reports on changes in resident condition and status of new residents at interdisciplinary conferences.
9. Transcribes physician orders and schedules and reports results of diagnostic work.
10. Coordinates, implements or participates in activities and wellness programs for Assisted Living residents.
11. Notifies Director of Nursing Services or Administrator, resident's family or responsible party, and physician or any unusual occurrences or significant changes in the resident's status.
12. Observes and records pertinent symptoms, profile and progress of the resident.

### **SUPERVISORY**

13. Directs resident care to meet the assessed needs of resident by making CNA/PCA direct care staff assignments based on the resident's current service profile.
14. Monitors and practices infection control policies and procedures.
15. Prepares unit staff schedule and submits to his/her supervisor for approval and is responsible for ensuring adequate staff coverage. Reviews time and attendance records and reports per facility protocol.
16. Participates in hiring, performance evaluations, terminations and progressive discipline of direct care staff.
17. Monitors direct care staff performance of health-related activities, including the identification of any significant gaps in the employee's ability to function competently.
18. Provides staff development and training as needed to ensure compliance with policies and procedures and quality performance.
19. Provides a comfortable home-like atmosphere, keeping noise levels appropriate, and monitoring staff actions and interactions, and ensure organization, upkeep and cleanliness of the unit.

### **ADMINISTRATIVE**

20. Reviews services rendered that are not on the resident's profile prior to the end of each shift and updates the service profile as needed.
21. Complies with regulations and facility policies and procedures relative to documentation and administration of controlled drugs.
22. Utilizes computer program in the delivery of resident services.
23. Complies with regulations and facility policies and procedures relative to documentation and administration of controlled drugs.
24. Leads and participates in inter-shift communications of resident care.
25. Participates in the quality assurance activities of the facility.
26. Recognizes the need for physical and mental rehabilitation and remains constantly alert to help residents maintain or improve functional abilities within their capabilities.
27. Is knowledgeable of and complies with Company policies and procedures, forms and documentation.

28. Maintains a safe environment for residents by observing resident units and entire facility with attention to monitoring life safety concerns such as system security, tripping hazards, smoking restrictions, etc.
  29. Maintains professional conduct at all times that reflects credit to the profession and reflects the facility's philosophy of quality care and service delivery.
  30. Performs on-call responsibilities as assigned.
  31. Keeps unit inventory of supplies at par level notifying Director of Nursing Services or designee of any needed supplies.
  32. Aware of facility policies and procedures and attends inservices and meets training requirements, CPR, and PPD in accordance with Standards and Regulations at least annually and as needed.
  33. Complies with personnel policies and procedures, including uniform/dress code policy.
  34. Must be able to lift a minimum of 45 lbs. and to bend, crawl, stoop, push, and lift in order to deliver care and services as needed.
  35. Observes and protects resident rights including rights to confidentiality, privacy and dignity.
  36. Practices safety procedures and complies with established reporting of accidents and injuries.
- Performs any other related duties that may be assigned.

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Employee Signature

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Date

*Equal Opportunity Employer*

For Special Care Units, provide Assisted Living Charge Nurse/Unit Coordinator Special Care Unit Addendum