

# LAKEVIEW CHRISTIAN HOME



Job Title: **CHARGE NURSE, LPN**

Reports to Director of Nursing/Health Services Supervisor

**Job Goal:**

To provide direct nursing services to residents so that quality of health is optimized.

**Qualifications**

Graduate from a Licensed Practical Nurse program, hold a current New Mexico license, or be in process. In the case of GPM, must have a current work permit, and work under the direct supervision of an RN.

**Performance Tasks**

- Supervises and directs the Nursing Assistants who report to them. Recommends for hiring, promotion, and discharge, counsels and disciplines according to the personnel policy and procedure manual.
- Performs 90 day and yearly evaluations of nursing assistants, and recommends for pay increases and promotions. Assists in scheduling of nursing personnel.
- Trains personnel
- Initials and approves personnel time cards.
- Maintains a neat and well groomed appearance and uses tact and courtesy in dealing with residents, their family, and visitors.
- Is responsible for overseeing all treatments, such as douches, enemas, whirlpool baths, light treatments, and the passive or active exercises needed for each individual resident. The charge nurse alone is responsible for the insertion or change of foley catheters and their irrigation, if ordered, and other complicated procedures designated by the nursing office.
- Observes and recommends to the nursing office and/or informs the physician directly of pertinent symptoms and conditions of the resident.
- Oversees care of acutely ill residents. Notifies administration and the responsible party, as well as the Health Service Supervisor, if the resident's condition appears to deteriorate suddenly, or if death occurs.
- Sets up, administers, and charts all medications as prescribed by the physician within the parameters of the LPN license.
- Maintains records reflecting resident's condition, medication, and treatments. Conducts a thorough report at the change of shift.
- Counts Narcotics accurately, and records same. Narcotic check between charge nurses must be done between each shift. Maintains periodic crash

card check. Medication Room must be locked at all times, and the charge nurse alone is responsible for the key to the medicine room.

- Accompanies and assists physician if Health Service Supervisor or Resident Services Director is not available.
- Assists in maintaining a physical, social, and psychological environment which is conducive to the best interest and welfare of residents.
- Performs other duties as requested.

**Salary:** as per approved budget

**Evaluation:** This position will be evaluated annually in accordance with the Board of Directors performance review policy.