

<b>Job Description</b>			
<b>Job Title:</b>	LPN Team Leader	<b>Building:</b>	Birchwood Health Care Center
<b>Reports to:</b>	Day staff - Immediate Station Nurse Manager; Evening staff – Afternoon Shift Supervisor; Weekend staff – Weekend Supervisor; Night staff - Director of Nursing	<b>Supervises:</b>	
<b>Level:</b>	1	<b>Classification:</b>	Non-exempt
<b>Status:</b>	Full-time/Part-time	<b>Date Revised:</b>	September 2004

**Job Summary:**

Responsible for total care of residents assigned for the shift. He/she assures that all cares for the residents are completed in such a way as to provide quality care.

**Qualifications:**

Currently licensed as an LPN in Minnesota. LTC experience preferred, but not required. Must possess the ability to communicate effectively.

**Essential Job Functions:**

1. Reviews report from the nurse going off duty making notations of areas of resident care that require follow-up and special items to be done on that shift.
2. Passes medications and does treatments for residents according to physician orders, established nursing, pharmacy, and infection control procedures.
3. Make rounds on each resident on his/her team periodically to assure quality care is being properly given.
4. Monitors status of residents; provides treatment and cares as needed. Consults with RN as needed. Contacts physicians, families, social services, chaplain, and other responsible parties notifying of changes in condition as appropriate.
5. Assures all NA/Rs have assignments and that their residents are receiving care as assigned.
6. Makes rounds with physician as necessary.
7. Completes all necessary paper work after physicians have seen their residents, i.e., transcribing orders, notifying the pharmacy, medical records, and charting.
8. Documents on residents per nursing policies and procedures.
9. Does narcotic check and control drug count at day and evening shift change with on-coming and off-going nurse.
10. Orders and receives medications per procedure.
11. Updates and maintains resident care plans as needed according to nursing policies and procedure.
12. Acts as a role model in teaching and demonstrating nursing skills to NA/R's as necessary.
13. Informs ordering person of needed nursing supplies.
14. Delivers direct resident care as necessary.
15. Orients newly hired staff as needed.
16. Attends training and maintains current nursing license & CPR certification.
17. Assists in completion of audits as assigned.
18. Attends meetings and in-services on a regular basis keeping with current nursing practice.
19. Starts and maintains IVs per protocol.
20. Completes lab draws when necessary.

21. Monitors NA/Rs assigned to residents on his/her team, counsels and disciplines as necessary.
22. Observes resident's rights--providing dignity, privacy and confidentiality.
23. Maintains acceptable attendance levels.
24. Performs job in safe manner according to established safety procedures and encourages and supports other in the safe performance of job duties.
25. Participates in and supports Quality efforts throughout the facility.
26. Other duties as assigned by supervisor(s).