



LOTUS ABOVE & BEYOND HEALTHCARE STAFFING

JOB DESCRIPTIONS

RN/LPN

RN/LPN job duties and responsibilities may include but not limited to the following:

Certification: RN/ LPN Licensure pursuant to the State of Iowa

Shift: Variable

Supervisor: Director of Nursing

General Job Summary

The staff nurse assists in the supervision and administration of quality nursing care for the facility. The staff nurse must possess a comprehensive knowledge of general nursing, theory, and practice, including basic knowledge related to nursing such as drugs, biological, physical, social, and medical sciences, and their application for a better understanding of resident-care problems. A good memory and excellent communication skills are required. The staff nurse will assist in maintaining a physical, social, and psychological environment that will be conducive to the best interest and welfare of the residents.

Qualifications Education

The position must be filled by a graduate of an accredited school of nursing and must possess and be responsible for maintaining a current license with the Iowa Board of Nursing. Registered Nurses or Licensed Practical Nurse is acceptable. Applicants with advanced training in geriatrics preferred. LPN must attend a 45-hour supervisory course when offered. CPR certification required.

Continuing Education Requirements

It is the responsibility of the staff nurse to meet all continuing education requirements, whether internal or external, that are mandated by the Iowa Board of Nursing or the employer. The failure to maintain a current license with the Iowa Board of Nursing will result in termination. Must attend in-services offered in the facility.

Work Experience

At least one year's experience in a hospital or long-term care facility is preferred. Experience in which administrative and supervisory ability has been demonstrated is preferred but not required. Environment Exposure to general residential care Exposure to moderate temperature

Substantive exposure to pharmacological preparations, biologics, potential biohazard materials including blood and other bodily Exposure to medical sharp objects. Moderate exposure to cleaning solutions, perfumes, dyes, Extended hours may be Moderate noise Very frequent work Work in group or teams.

Duties and Responsibilities

The staff nurse has overall responsibility for resident care in the facility. All of the following duties are essential unless otherwise noted:

- Evaluation of resident needs, conditions, and care, and assist in developing nursing care plans for individual residents, including rehabilitative and restorative activities and instruction in self-help, notifying medical doctor and family regarding a change in the condition of resident.
- Communication with family members regarding the condition and progress of the resident, including in-person discussion and answering of the telephone.
- Assisting the physicians in rounds, reviewing physicians' orders, ordering medications, maintenance of the residents' charts, transcription of physicians'.
- Requisition of the necessary supplies, equipment, linens, emergency drugs, and other materials to meet the unit needs. This also requires that the staff nurse be responsible for making sure the equipment is in good working order.
- Maintains unit records, including charting duties and maintenance of narcotics.
- Arranging the schedules, appointments, and transportation necessary for residents in connection with diagnostic, therapeutic, dental, or medical services.
- Responsible for the admission, discharge, or transfer of residents.
- Responsible for the work assignment of individuals in the nursing area with the authority to make changes and revise duties in order to meet resident needs.
- Responsible to ensure that staff members complete assigned tasks.
- Make daily rounds to evaluate the emotional and physical needs of residents.
- Ability to reasonably conform to all rules and policies of the facility.
- Answer call lights promptly. (Promptly being no longer than 15 minutes)
- Provide privacy of residents at all times.
- Follow up on all PRN'S.
- Know all policies of facilities.
- Practice infection control techniques; good hand washing, gloves, and disposal of infectious wastes.
- Notify funeral homes when needed.
- Assist with transfers, repositioning, etc.
- Report census.
- Report to housekeeping about cleaning beds and rooms when a resident is hospitalized or discharged.
- Notify kitchen of diet changes, residents who wish to eat in room, residents out of the facility for meals.
- Notify the family or responsible party of the resident's changes.

- Responsible for making sure call lights are within reach and side rails up as ordered.
- Check for expiration dates on all medications.
- Consultation with the dietician, social worker, activity director, DON, and others to provide the best possible care.
- Call the therapist with new orders. Follow up with the therapist.
- Call Pharmacies with changes in medication.
- Do vitals as ordered or with condition changes.
- Knowledge of the use of blood sugar monitors.
- Report any alleged adult abuse to DON.
- Answer phone.
- Report necessary information to DON.
- Give information report to the next shift.
- DC, insert and irrigate Foley catheters per physician orders.
- Label all bottles and vitals when opened.
- Clean up spills.
- Mark personal belongings when needed.
- Keep utility rooms neat and clean.
- Fill out transfer sheets, make copies of med sheets, title XIX card, living will, and POA for health appointments and transfers.
- Dispense medications per physician orders, routine, and PRN's. This includes oral, rectal, subcutaneous injection, IM injections, eye drops, and ear drops, and IV (RN only).
- Collect specimens; sputum, urine, stool, and cultures when ordered.
- Do all treatments as ordered by physician Notify physician regarding a change in resident's condition; incidents; admission, discharge, and death.
- Responsible for administering emergency first aid and CPR. Do not do CPR if a resident has NOT signed a DNR.
- Respect Resident Rights.
- This is NOT an all-inclusive list of job duties or responsibilities for the Nursing Staff.
- Other duties assigned by the Director of Nursing.

Physical Activity Requirements

Lift Requirements

- Staff nurses will constantly be called upon to lift equipment and supplies weighing up to 50 pounds. Occasionally, nurses will be required to assist with lifting residents requiring lifting of over 50 pounds. Assistive equipment is available for resident transfers.

Carrying Requirements

- Staff nurses will frequently be required to carry objects including charts and equipment of up to 15 pounds. Staff nurses will occasionally be called upon to carry equipment up to 30 pounds.

Sight Requirements

- Adequate to perform the duties of the position.

Hearing Requirements

- Adequate to perform the duties of the position.

Socialization Requirements

- Staff nurses are required to work with all other persons in the department and the ability to get along with others and to socialize with others in the department is essential. In addition, the staff nurse is responsible for hands-on patient care requiring an ability to meet and deal with the residents and their families. Excellent communication and socialization skills are essential.

Other Physical Considerations

Staff nurses will frequently be called upon to perform twisting, bending, crawling, squatting, kneeling, and crouching duties. Staff nurses must be mobile in all patient/resident areas.

Job Types: PRN

Experience: 1 year (Preferred)

License: RN/LPN

CNA

CNA job duties and CNA responsibilities may include but not limited to the following:

- Answer patients' call signals.
- Follow each resident's individual care plan.
- Help patients to eat, dress, bathe, and any other activities of daily living.
- Serve and feed meals, assisting residents physically and verbally as needed.
- Turn and reposition bedridden patients to prevent bedsores.
- Provide cath care, empty cath bags, and recording findings where appropriate.
- Observe patients' conditions and report any change to the charge nurse immediately, including any skin issues.
- Measure and record food and liquid intake and outputs.
- Listen to and record patients' health concerns and report that information to the charge nurse immediately.
- Measure patients' vital signs, such as blood pressure and temperature, and document them where required.
- Provide patients with assistance in walking, exercising, and moving in and out of bed, at times using 2 assist and machines such as hoists and easy stands.
- Report any damage to any equipment immediately to the charge nurse.
- Prepare patients for treatment, examination, and appointments.
- Transport patients to treatment units, dining rooms, activities using a wheelchair or walker with a gait belt.
- Clean rooms and change linens.

- Take trash out.

Physical Activity Requirements

Lift Requirements

- CNA's will constantly be called upon to lift equipment and supplies weighing up to 50 pounds. Occasionally, CNA's will be required to assist with lifting residents requiring lifting of over 50 pounds. Assistive equipment is available for resident transfers.

Carrying Requirements

- CNA's will frequently be required to carry objects and equipment of up to 15 pounds. CNA's will occasionally be called upon to carry equipment up to 30 pounds.

Sight Requirements

- Adequate to perform the duties of the position.

Hearing Requirements

- Adequate to perform the duties of the position.

Other Physical Considerations

Staff nurses will frequently be called upon to perform twisting, bending, crawling, squatting, kneeling, and crouching duties. Staff nurses must be mobile in all patient/resident areas.

Job Types: PRN

Experience: 6 months

License: CNA certificate

Medication Assistant

Certified Medication Assistant job duties and responsibilities may include but not limited to the following Responsibilities:

- Deliver routine daily medications to patients.
- Coordinate with different nurses to assist with patient care and medications.
- Follow written or verbal instructions on how to manage medications. Record medication dosages and times.
- Observe patients and document changes in their condition.
- Gather samples for analysis.
- Ensure equipment is routinely inspected and cleaned. Uphold all health and safety standards.
- Respond to patient emergency call signals, bells, or intercom systems to identify patient needs.
- Follow instructions from the charge nurse.
- Assist other CNAs with all duties on any downtime, following the job description outlined

for CNAs.

Physical Activity Requirements

Lift Requirements

- CMA's will constantly be called upon to lift equipment and supplies weighing up to 50 pounds. Occasionally, CMA's will be required to assist with lifting residents requiring lifting of over 50 pounds. Assistive equipment is available for resident transfers.

Carrying Requirements

- CMA's will frequently be required to carry objects including charts and equipment of up to 15 pounds. CMA's will occasionally be called upon to carry equipment up to 30 pounds.

Sight Requirements

- Adequate to perform the duties of the position.

Hearing Requirements

- Adequate to perform the duties of the position.

Other Physical Considerations

Staff nurses will frequently be called upon to perform twisting, bending, crawling, squatting, kneeling, and crouching duties. Staff nurses must be mobile in all patient/resident areas.

Job Types: PRN

Experience: 6 months (1 year preferred)

License: CMA Certificate