

# **Licensed Practical Nurse (LPN)**

## **POSITION DESCRIPTION**

### **Hourly Non-Exempt Position**

### **Reports to Residential/Community Services Coordinator**

#### **Qualifications**

- Graduate of an accredited School of Nursing
- Licensed Practical Nurse in State of Tennessee
- Experience in the field of intellectual disabilities and with health issues that are commonly related to people with intellectual disabilities is preferred
- Experience in a home health environment desirable
- Self-directed and capable of providing direct support to individuals with disabilities
- Ability to obtain and maintain a Class D driver's license
- Available for shift work and able to be scheduled based upon operational needs of the Agency

#### **Primary Job Responsibilities**

Responsible for skilled nursing services for individuals with intellectual disabilities supported in accordance with the Department of Intellectual and Developmental Disabilities (DIDD) guidelines. Function as an equal team member with Support Specialists and the Health Services Manager in supporting the individuals served in residential and community settings.

#### **Job Responsibilities**

- Perform skilled nursing procedures which are ordered by the service recipient's physician or other medical practitioner as required by standards of professional practice or law to be performed by licensed nursing personnel
- Provide input to Nursing Plan of Care
- Train appropriate staff on the Plan of Care
- Prepare timely clinical and progress notes
- Ensure timely and accurate completion of paperwork in accordance with Agency and DIDD policies
- Maintain all health-related sections of the Personal Record and Daily Support Book
- Ensure confidentiality of all health-related information
- Transport, accompany Service Recipient to medical appointments, complete follow-up, changes, paperwork
- Communicate with Primary Care Physicians and specialists to coordinate health services
- Assist Service Recipients in learning appropriate self-care
- Support individual's Health Care Rights
- Ensure fire and safety guidelines are met
- Assist Independent Support Coordinator (ISC) in gathering information prior to the Individual Support Plan (ISP) meeting
- Participate in Circles of Support and ISP meetings and provide input to support individual's health and safety needs
- Attend and actively participate in residence team meetings
- Maintain cleanliness and appearance of residence, participate in regular household duties
- Perform shift work as scheduled
- Effectively work to maintain DIDD standards and take prompt, effective action to correct any deficiencies
- Provide any needed assistance to support service recipient in activities of daily living, including hygiene, cooking, housekeeping, shopping, money management, social interactions, etc.
- Provide supports necessary for service recipient to attend community events, recreational activities, and religious functions, as desired
- Other duties as assigned

**JOB ASSESSMENT FORM**  
**ESSENTIAL JOB FUNCTIONS**

**Job Title:** LPN (Medical Residential)

**Job Duties/Responsibilities:** (Attach additional sheet if needed) See attached job description \_\_\_\_\_

---

**Job Requirements (Applicant Must be Able to):**  
(Check those that apply)

- √1. Stand or walk more than 70% of shift
- 2. Sit more than 50% of shift
- √3. Kneel or squat frequently
- √4. Bend or stoop frequently
- √5. Work with areas above shoulder level
- √6. Lift more than 25 pounds
- √7. Lift more than 50 pounds
- √8. Have full use of both hands and/or arms or the equivalent with prosthesis
- √9. See 20/40 or equivalent with corrective lenses
- √10. Distinguish colors
- √11. Hear 40 decibels or the equivalent with aids
- 12. Operate power equipment and/or tools
- √13. Drive motor vehicles
- √14. Use ladders, step stools
- √15. Work alone (in isolated areas)
- √16. Work shifts
- √17. Tolerate high job stress (e.g., deadlines, unstructured demands, high work volume)
- 18. Mop, sweep, shovel more than 4 hours/day
- √19. Make accurate judgments and assessments of patients and/or others
- √20. Push/pull heavy loads such as positioning patients/ objects onto carts; pushing wheelchairs or large beds, x-ray machines, carts, etc.
- √21. TB test, drug screen, background checks required
- √22. Other: aggressive behaviors of supported individuals

**Job Risk (Environmental) Factors:**  
(Check those that apply)

- 1. Exposure to cold/warm/hot temperatures
- 2. Exposure to wet floors
- 3. Exposure to video display terminals, microfiche or increased eye concentration
- √4. Exposure to chemical vapors (cleaning agents)
- 5. Exposure to heavy metal (e.g., mercury)
- \_\_\_\_\_
- 6. Exposure to ionizing radiation
- 7. Exposure to dust
- √8. Exposure to sharp objects
- 9. Exposure to excessive noise
- √10. Exposure to carcinogens i.e. cleaning agents
- √11. Infection hazard (e.g., TB, hepatitis, HIV)
- \_\_\_\_\_
- √12. Skin contact with solvents or other chemicals -- household cleaners
- 13. Working around machinery with moving parts
- 14. Exposure to flying particles on machine
- 15. Exposure to oil and/or gas fumes
- 16. Other: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

I have read and understand the Position Description and acknowledge that I am capable of performing the above Essential Job Functions with

    No Restrictions    OR        Restrictions

---

Signature \_\_\_\_\_

Date: \_\_\_\_\_